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BOOK 1

WORD for WINDOWS v2

INTRODUCTORY

DEPARTMENT OF BUSINESS INFORMATION MANAGEMENT

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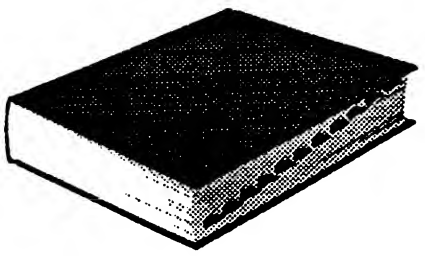

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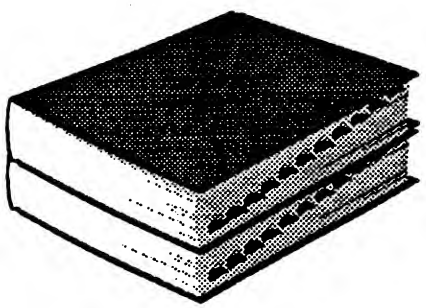

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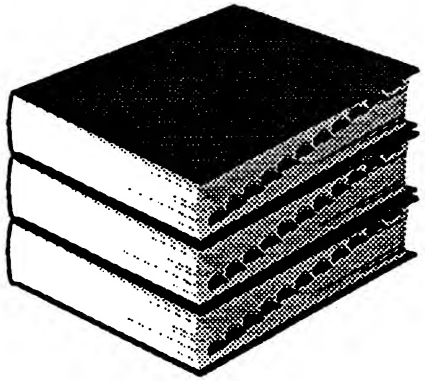

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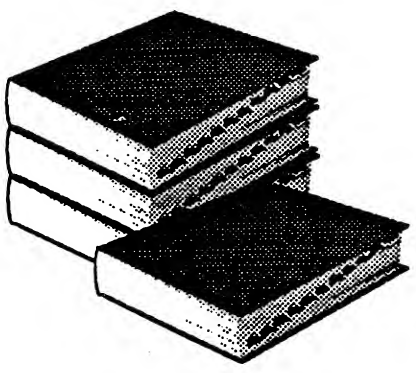

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INTRODUCTION

This training manual provides a practical approach to building your knowledge of the Word for Windows version 2 word-processing programme.

It examines all subjects covered on the course and has been designed both as a revision aid and a "memory jogger" to help you quickly become more productive once you are back at your own desk after the course.

- Each subject is described briefly in the following pages, followed by a series of step by step instructions to guide you through the techniques and commands learnt on the course.
- A discussion of each subject and points you should be aware of are included where it is felt necessary, together with examples of how the feature could be utilised.
- Screen captures are shown where appropriate to give you visual references as to how each feature will be interpreted and displayed by Word for Windows.
- Notes and hints are also given throughout the manual to enable you to quickly get up and running with Word.

TERMS USED IN THIS MANUAL

Keynames

These appear in capital letters in a box e.g. [ENTER]. On your keyboard, these keys may appear in abbreviated form, e.g. **Esc** for [ESCAPE].

Key Combinations And Sequences

A plus sign (+) used between 2 keynames indicates that those keys must be pressed at the same time. For example, [SHIFT]+[F3] means that you should hold down the [SHIFT] key while you press the [F3] function key then release both keys.

Direction Keys

These keys are used for moving around the screen and are shown in the manual as follows:

↑ (UP), ↓ (DOWN), ← (LEFT), → (RIGHT)

The direction keys are used to move around the document!

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MENU COMMANDS

Main menu commands have their **command letter** (the letter you press to use the command) underlined. e.g. **Format**. Where a menu command is followed by one or more secondary menu commands, they are separated by a comma e.g. **Format, Style** or **Format, Style , Define.**

MOUSE AND KEYBOARD COMMANDS

This manual assumes that a mouse is installed on your computer. For the sake of both speed, and ease of use, we suggest that you familiarise yourself with using the mouse.

Most mouse commands within Word for Windows also have a keyboard equivalent. Where this occurs, and where the keyboard command is relatively uncomplicated, the manual gives both commands, identified by the following symbols:

These are mouse commands e.g. "Choose File, Open"

These are keyboard commands e.g. "press ALT+F, then O"

USING THE MOUSE

- Place your hand over the mouse so that the base of the mouse rests comfortably in the palm of your hand.
- Assign your forefinger to the *left* mouse button, and your middle finger to the *right* mouse button, ignoring the middle mouse button if there is one. (If you are left handed, reverse these instructions).
- Where the manual says to **point** to an element, move the mouse by propelling it with the palm of your hand until the mouse pointer is *pointing* to the element you want.
- Where the manual says to **click** the mouse button, depress either the left or right button as indicated and release. If no mouse button is indicated, then the left button is implied.
- Where the manual says to **double click**, depress the mouse button twice in quick succession.
- Where the manual says to **drag**, depress the mouse button and *whilst keeping it held down* move the mouse. Release the button when you have finished.

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INTRODUCTION TO WORD

WHAT IS A WORD PROCESSOR?

Basically, a Word Processor is an electronic typewriter. However, instead of typing directly onto paper, you now type onto a monitor (or screen), and then print your work out on a printer. Another bonus to using a word processor is the ability to save your work so it can be opened, edited or printed at a later date.

These days, one of the most common uses for computers in business is word processing. All sorts of documents are produced in the course of the day, from general letters and correspondence, to reports, price lists, schedules and timetables, minutes, memos, newsletters, brochures - you name it, it's probably been done with a word processing application!

The Graphical Environment

Word for Windows is GUI (pronounced "gooey"). This stands for Graphical User Interface, and although it may sound quite daunting, it really makes Word for Windows daunting, it really makes Word for Windows easy to learn and use. Features of GUI include drop do vn menus, icons, and the Ribbon, Ruler and Toolbar (more of these later).

Word for Windows is also **WYSIWYG** (What You See Is What You Get) which means that you can see your text on screen *exactly* as it will be printed (or as near as Word for Windows can get it!). Bold, Underline, Italics, Centred - however you format your text, Word for Windows will display it that way on screen.

The Desktop Ideal

If you are working at your desk and the phone suddenly rings, you don't put your work away in order to answer the phone, do you? However, that is what you need to do with most word processing applications on the market today. If you need to check something in another document, you would normally have to close the document you are currently working on, open the document to look up, find the information you want, close that document and finally re-open the original document you were working on. What a palaver!

Word for Windows allows you to have up to 9 different documents open at any one time, so not only can you refer to a document whilst working in another, you can also share text between documents, to save you having to re-type it all.

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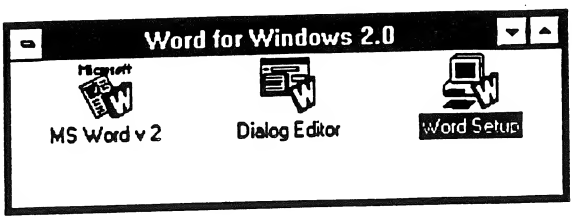
STARTING WORD FOR WINDOWS

1. Make sure you are in the Windows Program Manager, and the Word for Windows 2.0 window is displayed:



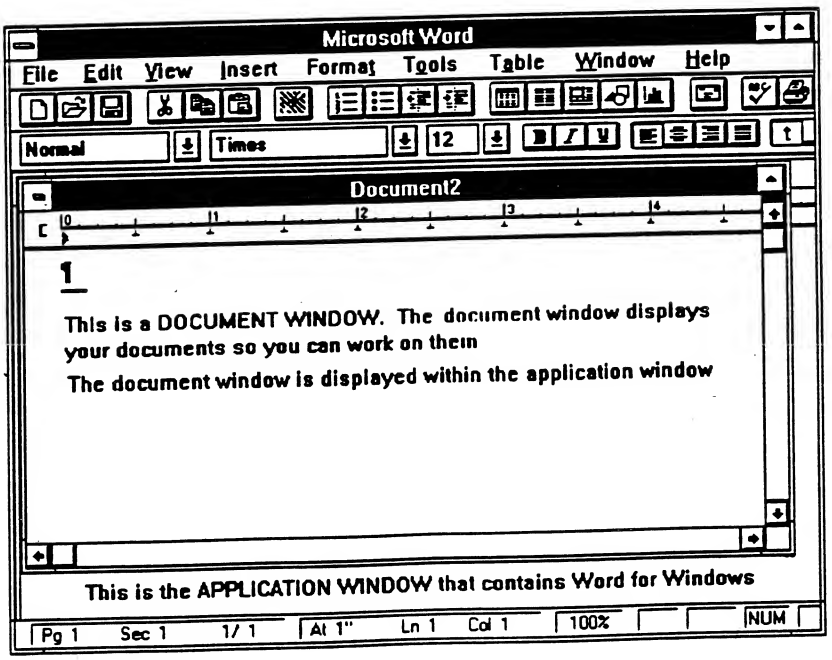
If you cannot see the Word for Windows window, choose Window, # Word for Windows 2.0 (where # is the number preceding the Word for Windows option)

2. Double click on the MS Word v 2 icon

DOCUMENT AND APPLICATION WINDOWS

A **window** is a rectangular area on screen in which your work is displayed. Each document that is open (to a total of 9) is displayed in it's own **document window.** You will be seeing more about opening, displaying and moving between document windows later on in this course.

In addition to the document window you also have an overall **application window.** This contains the Word for Windows software application and must be displayed before you can open any document windows. As soon as you start Word for Windows from the Windows Program Manager, the application window will appear. When you wish to leave Word for Windows, you must close the application window.


Microsoft Word
File Edit View Insert Format Tools Table Window Help
Normal
Times
12
Document2
This is a DOCUMENT WINDOW. The document window displays your documents so you can work on them
The document window is displayed within the application window
This is the APPLICATION WINDOW that contains Word for Windows
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PARTS OF THE SCREEN

Title Bars

The application title bar

The document title bar

- At the very top of each document and application window is a **Title Bar**. The application window Title Bar displays the title "Microsoft Word": the document window Title Bar displays the document's name. If you haven't yet given a name to the document, this will read "Document#" where the # is the next sequential document number.
- On the right of the application window's Title Bar are the **Maximise** and **Minimise** buttons. On the right of the document window's Title Bar is a Maximise button only.
- On the left of the application window's Title Bar is the **Application Control Menu icon.** The symbol on the icon represents a spacebar, since to open the Application Control Menu, you press ALT+SPACEBAR. On the left of the document window's Title Bar is the **Document Control Menu icon.** The symbol on the icon represents a hyphen, since to open the Document Control Menu, you press ALT+HYPHEN. The Control Menus allow you to perform operations on the windows such as moving, sizing, maximising, minimising and closing.

The Menu Bar

The Menu Bar

- Below the application window's Title Bar is the **Menu Bar** which is used to select commands in Word for Windows.

The Toolbar

The Toolbar

- Below the Menu Bar is the **Toolbar.** This allows you to perform many of the commands accessible via the Menu Bar with a single click of the mouse button.

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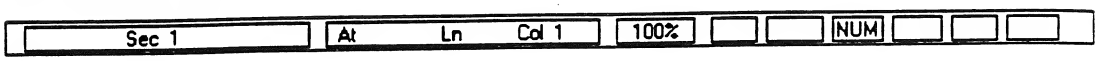
PARTS OF THE SCREEN (contd)

Scroll Bars

- To the right and at the bottom of the window, you should see the **Scroll Bars**. These allow you to move through the document using the mouse.

The Status Bar



- At the bottom of the screen is the **Status Bar**. This shows the current location in the document, prompting messages and key indicators.

USING THE MENUS

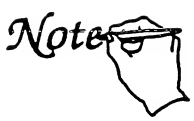
- ★ Click on the required menu in the Menu Bar to display the list of available commands from the "drop down" menu.
- ★ Click on the required command to choose that command.
- ★ Click anywhere in the document to cancel the menu without choosing a command.

- ★ Press [ALT] + the Underlined letter to display the list of available commands from the "drop down" menu.

  For Example:

  To display the **File** menu, you would press [ALT]+**F**

- ★ Use the ➡ key to move through the menus on the Menu Bar and the ⬇ key to move down through the commands.
- ★ Press [ENTER] to select the highlighted command.
- ★ Press the [ESCAPE] key *twice* (once to close up the menu then again to return to the document), to cancel the menu without choosing a command.



Many of the commands on the drop down menus provide "clues" to what will happen when you select that command. For example, a tick indicates that a command is selected, a bullet point (∀) indicates that only one of the commands in the section can be selected, and an ellipses (...) indicates that a dialog box will be displayed when the command is selected. When a command is greyed, it means that the command is currently unavailable. e.g. the **Edit, Cut** command will be greyed until some text is selected.

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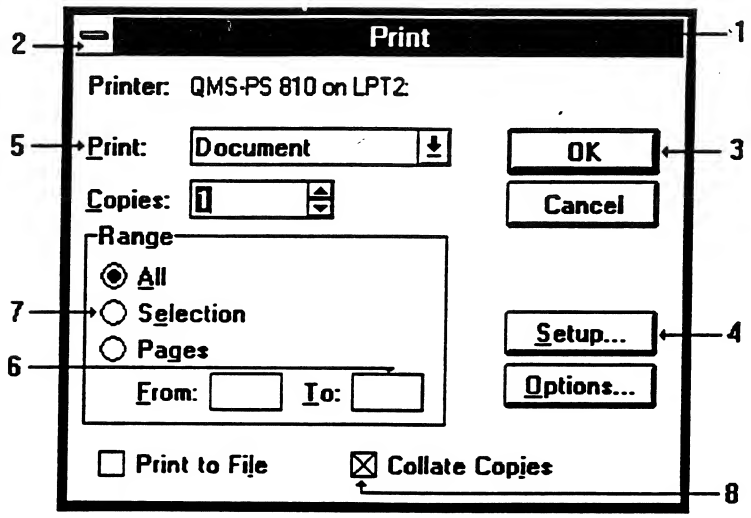
DIALOG BOXES

When a menu command is followed by an ellipses (...), it means that Word for Windows requires more information from you before it can carry out the command. This information is given via a **dialog box.**

Dialog Box Elements



1 & 2 Like application and document windows, dialog boxes have their own Title Bar and Control Menu Icon.

3 & 4 **Command buttons** are used to complete the command. The most common command buttons are the OK and Cancel buttons. Like menu commands, command buttons that are followed by ellipses (...) display further dialog boxes, or extend the current dialog box.

5 & 6 **Text boxes** allow you to type a response. Some text boxes contain suggestions. (as in the Print text box in the picture above) whereas others are blank. If the text box has a downward arrow next to it, it is called a **drop down list box** because it can be "dropped down" (extended) to display further options.

7. **Option buttons** allow you to select one option from the **option group.** The selected option button is displayed with a black centre.

8. **Check boxes** allow you to select any of the options in the group. Each selected check box is displayed with an "X" in it.

Selecting Dialog Box Options

★ Click on the required option

★ Press TAB to move forwards through options or SHIFT+TAB to move backwards. When the required option is selected (indicated by the dotted rectangle), press ENTER to choose it.

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Working with Windows

Maximising

★ Click on the Maximise button to enlarge the window to full size. For the application window, this means filling the entire screen, but a document window can only be maximised to the same size as the application window.

Minimising

★ Click on the Minimise button to shrink the application window to an icon at the bottom of the desktop (screen). To re-display the application window, double click on the icon.

Restoring

★ Click on the Restore button to return the window to its original size (i.e. the size it was before it was maximised).

Sizing

★ Drag a window border inwards to make the window smaller or outwards to make the window larger.

Moving

★ Drag the Title Bar to move the window to the desired location.

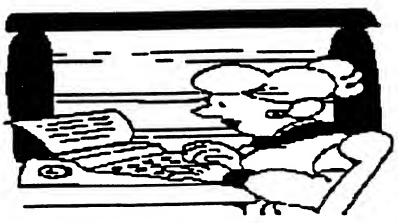
Closing Word For Windows

Finishing a Session

When you have finished working in Word for Windows, you will need to close the *application* window.

★ Double click on the Application Control Menu icon

★ Press ALT+F then X to choose the File, Exit command or press ALT+SPACEBAR, to display the Application Control Menu, then press C to choose the Close command.



While you are working on your document(s), Word for Window's application window is always open. The only time you close the application window is when you exit Word for Windows at the end of a session

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CREATING A DOCUMENT

Often, you will need to create documents in Word for Windows from scratch. All documents will obviously contain text, and most will need to be dated. With Word for Windows not only can you achieve this quickly and easily, but you can also insert additional text, replace existing text, and of course, when the document is complete, save the text so that it can be recalled at a later date and used again. This chapter shows you how!

CREATING A NEW DOCUMENT

Opening a New Document

When Word for Windows is started, a blank document is automatically displayed ready for you to start work, but you can also display other blank documents as and when needed. When you open a new document it is given the default name "Document#" (where # is the next consecutive document number) until you save it and give it a name you specify.

★ Click on the File New button on the Toolbar ( ).

★ Press ALT +F to drop down the File menu: the New option should already be highlighted so press ENTER to select it.

ENTERING TEXT, DATES AND TIMES

Typing Text

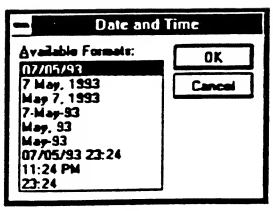
★ To enter text, simply type! Text is inserted at the location of the **insertion point** (the blinking vertical line).

★ If you make a mistake, press the BACKSPACE key to erase the mistake and carry on typing.

★ As you reach the end of the line, Word for Windows will automatically start a new line. This is called **word wrap.**

★ To start a new paragraph, press ENTER - a paragraph mark (¶) is inserted at the end of the line.

Inserting Automatic Dates



1. Choose Insert, Date and Time
2. Click on the date format you want to use
3. Choose OK. The date will remain current every time you open the document (i.e. it will always display as today's date)

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MOVING THROUGH THE DOCUMENT

The Insertion Point

The current position in the document is indicated by a flashing vertical bar called the **insertion point** because any text typed is *inserted* at this *point*.

Moving the Insertion Point

★ When the mouse is in the document, it displays as a capital "I" shape, called the **I-Beam**. Move the mouse until the I-Beam is at the location where you want to position the insertion point, then click the left mouse button. Be careful not to jerk the mouse as you click, or you will end up *selecting* text.

★ Use the direction keys to move one unit (character) to the left/right or one unit (line) up/down.

Quick Moves

★ Press CONTROL + ←, →, ↑ or ↓ to move left/right one word or up/down one paragraph.

★ Press the PAGEUP or PAGEDOWN to scroll up/down one screenful of text.

★ Press the HOME key to move to the beginning of a line, or the END key to move to the end of a line.

★ Press CONTROL+HOME or CONTROL+END to move to the beginning or end of the document.

Using the Scroll Bars

★ Click on the up or down arrow to move through the document line by line.

★ Click and hold down the mouse button on either the up or down arrow to scroll more quickly through the document.

★ Drag the scroll box down the scroll bar. The box indicates the approximate location in the document: e.g. dragging the box halfway down the bar moves you roughly half way through the document.

★ Click in the scroll bar above the scroll box to quickly move up the document, and below the lift box to quickly move down the document.

Word for Windows remembers the last three locations in the document where you entered or edited text. You can move the insertion point to each of these three areas in turn by pressing SHIFT+F5. Pressing SHIFT+F5 a fourth time returns to theoriginal location.

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INSERT AND TYPEOVER

As you type, existing text shifts over to make room for the new text. This is called **Insert** mode and is the *default* method (i.e. the way Word for Windows does it unless you tell it otherwise!). Sometimes, however, you will need to replace existing text by *typing over* it. This is called **Typeover** mode.

Typeover

1. Press the INSERT key. The OVR indicator appears in the status line to indicate that you are now in Typeover mode
2. Type the new text - as you type, the new characters will overwrite the existing characters
3. To go back to normal Insert mode, press the INSERT key again

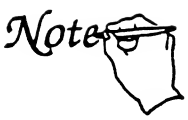
SAVING YOUR WORK

Once you have typed some text, you will probably need to save it for future use. There are 3 main commands to save a document:

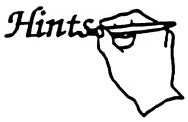
★ File, Save saves the document under it's current name, replacing the original version. You can also use the Save button ( ) on the Toolbar.

★ File, Save As allows you to save a document using a different filename. Use this when saving a file for the first time.

★ File, Save All saves all open documents, templates, glossaries etc.



If your work hasn't been saved and you exit Word for Windows, you will be asked if you wish to save your files. Therefore, you should never make a mistake and lose any recent work!



If you have made changes to a document, but still wish to keep a copy of the original, use the File, Save As command and give the changed document a different name.

Save work regularly to prevent loss of data!

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NAMING CONVENTIONS

When assigning a name to a document, there are some conventions you need to be aware of. If you try to save a document without observing these, you will receive the error message THIS IS NOT A VALID FILENAME

File Names

The filename should be as descriptive as possible. It can contain between 1 and 8 characters but cannot contain spaces or punctuation.

Extensions

The filename can be followed by an optional 3-character extension to further identify the file e.g. myfile.*mem* for a memo file, or myfile.*fax* for a facsimile document. The extension must be preceded by a full-stop.

Default Extensions

If you do not enter an extension, Word For Windows will automatically add the extension .DOC.

CLOSING A DOCUMENT

In the same way that you would put away a piece of paper once you have finished with it, when you have finished working on a document in Word for Windows, you will need to close the document.

★ Choose File, Close.

Documents need names too, to help identify them!

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OPENING AND EDITING A DOCUMENT

One of the major advantages of using a word-processor such as Word for Windows is the ability to display old documents so that you can change them. The changes may be simple corrections, or they may be updating a document with more relevant information; they may even be an entire re-write! Whichever way, Word for Windows makes it easy to amend existing documents.

OPENING A DOCUMENT

Once a document has been saved and closed, you will need to open the saved document in order to continue working on it:

Opening a File With A .Doc Extension

1. Choose File, Open or click on the Open button on the Toolbar ( )
2. *Either:*

a) If you know the name of the document to open, type the filename in the File Name box (you do not need to type the extension) *or:*

b) If you do not know the name of the document to open, use the ↓ key to move through all available files in the File Name list

3. When the file you wish to open is highlighted, press ENTER or choose OK

Opening a File With An Extension Other Than .Doc

Word for Windows by default only displays files with the .DOC extension in the File Name list box. Therefore, if you saved a file and assigned your own extension, you will not automatically see your file in the File Name list and will need to tell Word for Windows to list all files:

1. To see all files in the File Name list, regardless of their extension, type * . * (asterisk, fullstop, asterisk) in the File Name box and press ENTER
2. Press ↓ to move through all available files in the File Name list box
3. When the file you wish to open is highlighted, press ENTER

Normally, you will need to open existing documents in order to edit or amend them

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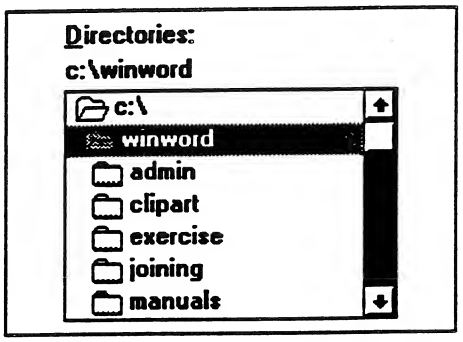
OPENING A DOCUMENT (contd)

Changing Directories

A directory is an area on your computer's hard disk where documents are stored. It can be likened to a drawer in a filing cabinet, in that groups of documents can be stored in the same directory so they can be easily found at a later date. When you save or open a document, the dialog box displays the Directories box: immediately below the heading is the name of the directory you are currently in. In the box itself is a list of all available directories. (For more information on directories, refer to Appendix C).



1. *Double click* on the directory name, or press [ALT]+D to move to the Directories box
2. Press [↓] until the required directory is highlighted
3. Press [ENTER] to display all files stored in that directory in the File Name list box

DELETING TEXT

As you are typing, you may make a mistake. You can quickly and easily erase the mistake with one of two keys:

The Delete and Backspace Keys

★ [DELETE] deletes characters from the insertion point towards the end of the line.

★ [BACKSPACE] deletes characters from the insertion point towards the beginning of the line.

Delete blocks of "unwanted" text by selecting it first!

Deleting Selections

★ A quick way of deleting large amounts of text is to firstly select the text (see following page), and then delete it by pressing the [DELETE] key.

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SELECTING TEXT FOR AMENDMENT

Before doing most things within Word For Windows, e.g. copying, moving, formatting and aligning text etc., you firstly need to select the text that you are going to work on:

To Select This	Do This	Or This!
Word	Double click on the word.	Position the insertion point on the 1st letter and press F8 twice.
Line	Point to the white space on the left edge of the document (the **selection bar**) and click once.	Position the insertion point on the 1st letter of the line, press F8 then END
Paragraph	Point to the left of the paragraph (the **selection bar**) and double click.	Position the insertion point on the 1st letter and press F8 4 times.
Whole document	Point to the left of the text (the **selection bar**), hold down CONTROL and click once.	Move to the beginning of the document with CONTROL+HOME and press F8 5 times.
Range	Drag the mouse pointer over the characters to be selected.	Press F8 then use the direction keys to drag the highlight in the required direction.

★ To cancel a selection click anywhere in the document or press ESCAPE

UNDOING DELETIONS

Undoing Deletions

How many times have you pressed the delete key, then suddenly realised that you really didn't want to do that! Word for Windows provides an **Undo** feature to immediately *undo* the very last thing you did.

★ Click on the Edit, Undo button on the Toolbar ( ).

★ Choose Edit, Undo.

Note

The Edit, Undo command only undoes the very last thing you did. Make sure it is the first thing you do, therefore, after the deletion.

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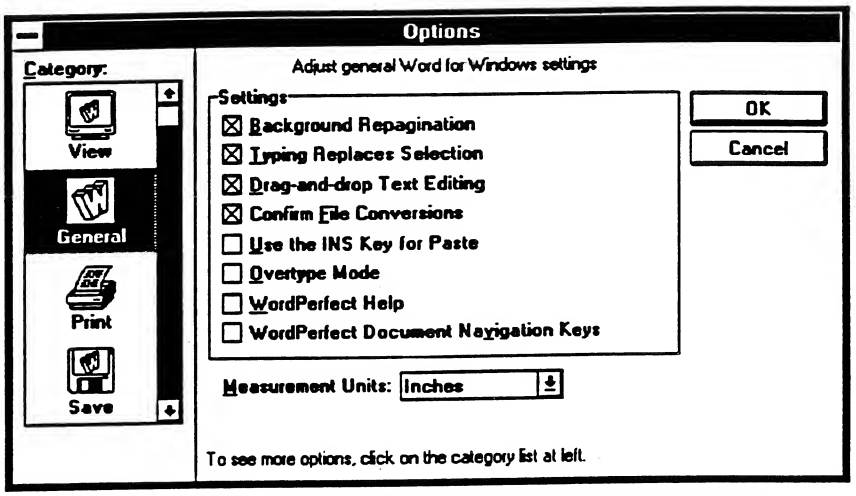
REPLACING TEXT

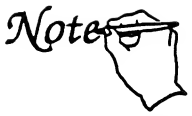
Replacing Selections

Say you have typed an entire paragraph, and on reading it, decide you don't like it. Rather than deleting the existing paragraph then inserting the new one, you can *replace* selected text with new text.

1. Choose **Tools, Options** and choose the **General** icon in the **Category** list box
2. Check the **Typing Replaces Selection** check box anc choose **OK**
3. Select the text you wish to replace as described on the previous page
4. Type the new text



The Tools, Options dialog box with the General Category displayed



As soon as you type the first character, the entire selection is replaced by that one character. Therefore, make sure that you do not have TYPEOVER turned on since this will then overwrite any text beyond the original selection.

CUT, COPY AND PASTE

The Clipboard

When you *cut* text from the document, you move it from the document to a temporary storage area called the **Clipboard**. *Copying* text places a copy of the text on the Clipboard. Text on the Clipboard remains there until you cut or copy new text, or until you exit Windows (not Word for Windows), thus enabling you to *paste* the contents of the Clipboard back into a document as many times as you wish. You can even paste text from the Clipboard into a different document, or even a different application such as Excel or PowerPoint.

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CUT, COPY AND PASTE (contd)

Moving Text (Cut and Paste)

1. Select the text you wish to move as described earlier in this chapter
2. Choose Edit, Cut
3. Move the insertion point to the new position for the text
4. Choose Edit, Paste

Copying Text (Copy and Paste)

1. Select the text you wish to copy as described earlier in this chapter
2. Choose Edit, Copy
3. Move the insertion point to where you want to place the copy
4. Choose Edit, Paste

Quick Keys

The quick keys allow you to move or copy text without using the Clipboard. Therefore, any text already cut or copied to the Clipboard will remain there.

1. Select the text you wish to copy or move
2. *Either:*

a) Press SHIFT+F2 to copy *or:*

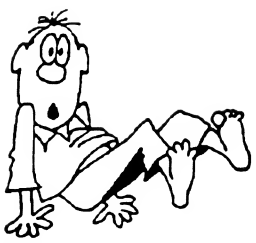
b) Press F2 to move

3. Move the insertion point to the new location and press ENTER

Drag and Drop

Drag and Drop editing allows you to "pick up" selected text, drag it to a different location, then "drop" it in place.

1. Choose Tools, Options
2. Choose the General icon in the Category list box
3. Make sure the Drag-and-drop Text Editing check box is selected
4. Select the text that you wish to move
5. Point to the first character of the selected text until the mouse pointer points North East
6. Drag the mouse pointer to the new location. A shadowed insertion point indicates where the text will be dropped. When the shadowed insertion point is in the correct position, release the mouse button



Drag selected text, then "drop" it into place

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WORKING WITH MORE THAN ONE DOCUMENT

It has been mentioned earlier that you can have up to 9 different documents open in Word for W indows at any one time. This allows you not only to visually refer to information in another document, but also means that you can share data between documents. Say for example, you are typing a letter, and cannot remember the correct address. However, you do know that you wrote to this very same person last week, and saved the original letter. You can either "look up" the address in the original document, or even copy or move it to the document you are working on!

OPENING AND DISPLAYING MORE THAN ONE DOCUMENT

Opening Multiple Documents

To open another document, you simply use the same command for opening a single document (i.e. File, Open). Word for Windows opens the new document in a separate document window which it places *on top of* the existing open document - rather like pulling a piece of paper on top of another piece of paper. As you continue to open new documents each document will be "stacked" on top of the previous document.

The Arrange All Command

★ Once you have opened all required documents, you can choose Window, Arrange All to "tile" all open documents inside the application window so that they are all visible on screen with no edges overlapping.

MOVING BETWEEN OPEN DOCUMENTS

Although you can have up to 9 different documents open, you can only work in one document (i.e. one document window) at any one time. The document you are currently working in is called the **active** document. You can tell which document is active because the Title Bar at the top of the document window displays in a different colour.

1. Move, size or arrange the document windows within the application window until you can see the document you wish to move to (activate). You do not need to see the entire document, just a small part of it will do
2. Click on the document you wish to make the active document

★ Either press CONTROL+F6 repeatedly to move through the open documents or choose the name of the document from the bottom of the Window menu.

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CUT, COPY AND PASTE BETWEEN DOCUMENTS

Often as you work in Word for Windows, you will need to share information between different documents. For example, a list of all the products your company sells may have been typed in a price list document and now needs to be used in a stock list, or part of that report you produced last week now needs to be copied in to a proposal document.

Selecting a New Location for Cut or Copied Text

Once text has been placed on the Clipboard using the Edit, Cut or the Edit, Copy command, you need to move the insertion point to the location in the document where you wish to place the text (the **paste location**). This technique does not alter when the paste location is in a different document:

1. Select the text you wish to copy or cut
2. Choose the Edit, Copy or Edit, Cut command
3. Make the document where you wish to place the copied/cut text the active document as described on the previous page
4. Move the insertion point to the correct location in the document
5. Choose Edit, Paste

Sharing information will nearly always result in increased productivity

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PRINTING

Documents that you create in Word for Windows will nearly always need to be re-produced on paper using a printer. Word for Windows not only allows you to produce "hard copy" of your documents, but also allows you to preview the document to check for errors before printing, to print specified areas of a document, and to print multiple copies.

PREVIEWING A DOCUMENT

The File, Print Preview Command

Before you print a document you will probably wish to check that it will print out correctly. The Print Preview screen displays entire pages of a document on screen to allow you to check the layout including headers and footers, page numbers etc., although no editing changes can be made from Print Preview.

1. From the File menu, choose Print Preview. The indicator at the top right of the screen tells you which page you are currently viewing

★ Use the PAGEUP and PAGEDOWN keys to preview different pages.

★ Choose the Two Pages button or type an **A** (you do not need to use the ALT key to choose buttons from the Print Preview screen) to view two pages of the document side by side.

★ Choose the One Page button or type an **A** again to view a single page on it's own.

★ Choose the Cancel button or type a **C** to return to the normal document view.

Viewing More Detail

Because the Print Preview screen displays an entire page on screen, it is normally not detailed enough to view individual characters or words. You can use the Page Layout command to preview a document more clearly, including headers and footers, page numbers etc.

Either:

a) Double click on the page area in Print Preview. You will be returned to the document, but this time in Page Layout view *or:*

b) Choose View, Page Layout from the normal document view
(To return to the normal document view, choose View, Normal)

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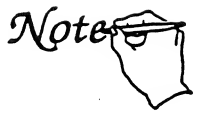
PREVIEWING A DOCUMENT (contd)

The Zoom Command

The zoom command either shrinks or enlarges a document that is displayed in Page Layout view or in the normal document view.

1. Choose **View, Zoom**
2. Choose to view your document at **200%** (twice the normal size), **75%** (with the entire width of the page on screen) or at **50%** (with the entire page on screen)
3. To return to the normal size, choose the **View, Zoom, 100%** option



Although the 50% zoom looks very similar to the Print Preview screen, you can edit the document when the document is zoomed which is not possible in Print Preview.

PRINTING THE DOCUMENT

Before printing, always make sure that your printer is installed correctly. If it is not, refer to your dealer or support department. Check that your printer has paper in it, and that it is switched on!

1. Choose **File, Print**
2. Make sure that the **Print** box is set to **Document**, and the **Copies** are set to 1
3. Make sure the **Range** is set to **All** and choose **OK**

PRINTING SELECTED AREAS OF THE DOCUMENT

You will not always wish to print the entire document: for example, if only a few pages have been edited in a long document you will only wish to print those pages that have changed. Word for Windows allows you to print a single page, several pages or a selection (any part of a page or pages).

Printing a Single Page

1. Move through the document until the insertion point is anywhere on the page you wish to print
2. Choose **File, Print**
3. Click on the **Current Page** option button or press ALT+E
4. Press ENTER or choose **OK**

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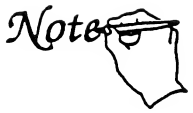
PRINTING SELECTED AREAS OF THE DOCUMENT (contd)

Printing Selected Pages

1. Choose File, Print
2. Click in the From box, or press ALT+F
3. Type the number of the first page to print
4. Press TAB or click in the To text box
5. Type the number of the last page to print
6. Press ENTER or choose OK

Printing a Selected Area

1. Select the text in the document that you wish to print. This can be part of a page or can span several pages
2. Choose File, Print
3. Choose the Selection option button or press ALT+E
4. Press ENTER or choose OK



If no text is selected in the document, the File, Print dialog box does not display the Selection option. You must have selected text first to use this feature.

PRINTING LANDSCAPE

Printing the Entire Document in Landscape

Printing landscape prints a page sideways, i.e. with the long edge at the top. You can print either an entire document in landscape, or part of the document:

1. Choose Format, Page Setup
2. Press ALT+S or click on the Size and Orientation button
3. Press ALT+L to switch to Landscape printing
4. Press ENTER or choose OK to exit the setup command
5. File, Print as normal

Word for Windows allows you total freedom of choice when printing

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PRINTING LANDSCAPE (contd)

Printing Part of the Document in Landscape

1. Select the area of the document that you wish to print in landscape
2. Follow steps 1-3 for "Printing the Entire Document in Landscape" on the previous page
3. Drop down the **Apply To** list box and choose **Selected Text**
4. Press ENTER or choose **OK** and print the document as normal

When printing Selected Text in either Portrait or Landscape, Word for Windows automatically separates that text into a separate **Section**. The Section is identified by two **Section Breaks** (double dotted lines) before and after the selected text.

MULTIPLE COPIES

Number of Copies

As well as printing specified areas of a document, you can also choose how many copies to print:

1. Choose **File, Print**
2. *Either:*

a) Click on the up or down arrow next to the **Copies** box to increase or decrease the number of copies *or:*

b) Press ALT+C to move to the **Copies** box and type the number of copies you require

3. Press ENTER or choose **OK**

Collating Copies

★ To print out each entire document before printing the next copy, turn *on* the **Collate Copies** check box.

★ To print out all copies of each page in turn, turn *off* the **Collate Copies** check box. This is useful if you have one document where each page is a separate document, such as a number of forms saved in one document.

If you need to print more than 10 copies of one document, it is quicker to choose **File, Print, Setup, Setup**, then change the number of copies in the **Copies** text box and press ENTER twice to return to the Print dialog box. Make sure that the number of copies in the Print dialog box **Copies** text box is set to 1 then print as normal. Remember to return the number of **Copies** in **Setup** to 1 when you have finished printing!

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ENHANCING TEXT

If you look at most of the documents that you see every day, you will probably see that they have been enhanced in order to make them look better. Headings are made to stand out with the use of enhancements such as bold or underline, captions and references may be italicised and small, or special words may be displayed in a different font or size from the rest of a paragraph. You can achieve all these effects in Word for Windows to make sure that *your* documents always look impressive and eye-catching.

ENHANCING TEXT (BOLD, ITALIC, UNDERLINE ETC.)

Word for Windows has many different ways that you can enhance and emphasise text in a document. It really doesn't matter if you type the text first, and then change the way it looks, or whether you choose the enhancement you wish to use, and then type the text.

Enhancing Existing Text

1. Select the text you want to change
2. Press any of the following keys to apply the enhancement(s)

CONTROL+B	bold
CONTROL+U	underline
CONTROL+I	*italics*
CONTROL+K	SMALL CAPS
CONTROL+W	Word Underline
CONTROL+D	Double Underline
CONTROL+H	(hidden) - text does not print

Enhancing New Text

1. Press the appropriate key(s) for the enhancements you want to apply as described above
2. Type the text
3. Press the same key(s) again to turn off the enhancement

Draw attention to text by applying appropriate enhancements!

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ENHANCING TEXT (contd)

Removing Enhancements

All the above enhancement keys are **toggle** keys. This means that if you press them once, you turn the enhancement on, and if you press them again, you turn the enhancement off.

1. Select the text you wish to remove the enhancement(s) from
2. Press the required key (described on the previous page) for the enhancement(s) you wish to remove

Removing All Enhancements

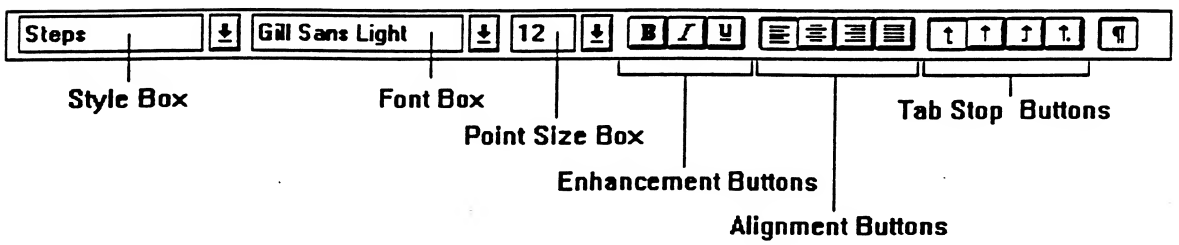
Pressing the same key combination that originally applied the enhancement only turns off that particular option. If you have text that is bold, italic, underlined, small caps *and* hidden it will take a little time to remove all these enhancements so Word for Windows provides a way of removing all enhancements at once:

1. Select the text from which you wish to remove all enhancements
2. Press CONTROL+SPACEBAR

THE RIBBON

If you have a mouse installed, you can quickly and easily apply enhancements using the **Ribbon** and the mouse:

★ To display the Ribbon, choose **View, Ribbon.**



★ Apply Bold, *Italic* and/or Underline enhancements by clicking on the appropriate enhancement button on the Ribbon.

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CHANGING FONTS AND SIZES

Changing Fonts

Fonts affect the shape and style of each character in a document. If you are using Windows version 3.1, you will find a greater selection of fonts available as this version of Windows has its own range of **True Type** fonts. If you are using an earlier version of Windows, then the fonts available to you will be dependent on the printer you are using.

1. Select the text you wish to change the font for
2. Click on the downward arrow next to the **Font Box** on the Ribbon
3. Click on the required font

1. Press CONTROL+**F** to move to the **Font Box** on the Ribbon
2. Press ↑ or ↓ to highlight the font you want to use and press ENTER

Changing Point Size

A single point is 1/72 of an inch. Most documents are produced in either 10 point or 12 point, although the actual size of a character is also affected by the chosen font.

1. Select the text for which you wish to change the size
2. Click on the downward arrow, or press CONTROL+**P** to move to the **Point Size Box** on the Ribbon
3. Select or type the new point size and press ENTER

When using the keyboard to activate areas of the Ribbon, you can "drop down" the list box by pressing ALT+↓. This allows you to view all options in the list box at once.

CASE CONVERSION

Case conversion changes characters to UPPER CASE (capitals), lower case (non capitals) or Proper Case (first letter capitalised):

1. Select the text you wish to change the case of
2. Press SHIFT+F3 repeatedly to toggle through the available options. Pressing SHIFT+F3 a fourth time returns text to it's original case

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THE FORMAT CHARACTER COMMAND

All the enhancements described earlier in this chapter can also be selected from the Character dialog box. In addition, the Character dialog box also has the following options that cannot be found elsewhere:

Changing Text Colour

If you do not have a colour printer, you will not be able to print in colour. However, changing the colour of text allows you to emphasise areas of the document on screen and can also be easier if you suffer from eye strain.

1. Select the text you wish to change
2. Choose Format, Character
3. Click on the downward arrow next to the Color list box
4. Choose the required colour and press ENTER or choose OK

Changing Position and Spacing

1. Select the text you wish to change
2. Choose Format, Character
3. Drop down the Super/subscript list box and choose the appropriate option to make text superscript or subscript
4. Choose the appropriate option from the spacing list box to e x p a n d your text, or condense it
5. Press ENTER or choose OK

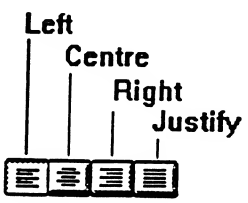
You can double click on the Ribbon's **Hot Spot** (i.e. any spare area on the Ribbon that does not have a button or box) to quickly open the Character dialog box.

POSITIONING TEXT (LEFT, CENTRE, RIGHT, JUSTIFY)

Text Alignment

Aligning text positions it horizontally on the page between the margins (the white space around the edge of the page).

★ Position the insertion point in the paragraph(s) to be aligned, then click on the appropriate button on the Ribbon to align the text:



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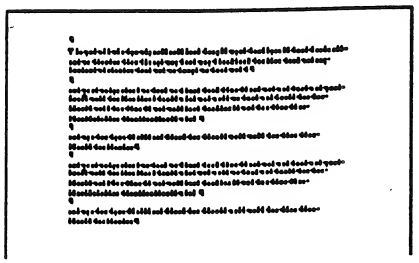
POSITIONING TEXT (contd)

1. Position the insertion point in the paragraph(s) to be aligned
2. Press CONTROL+E to centre

   Press CONTROL+R to right align

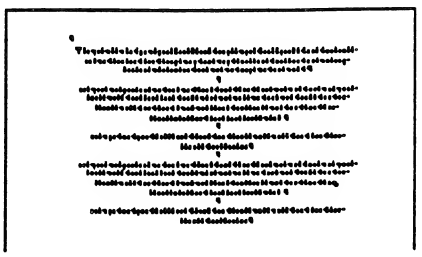
   Press CONTROL+J to justify text

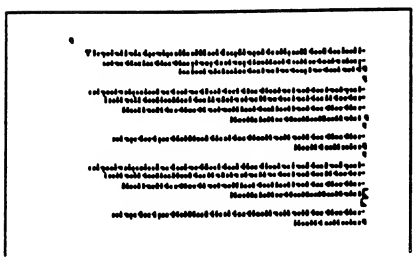
   Press CONTROL+L to left align



← Left aligned text is straight at the left margin but jagged at the right.

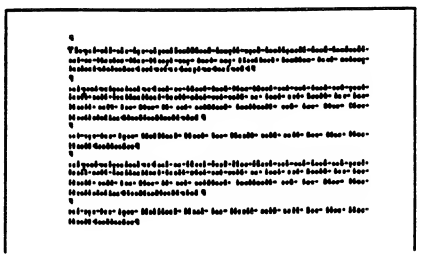
Centred alignment centres text between the margins. →

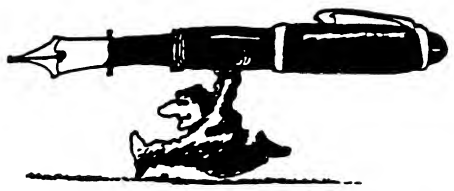




← Right aligned text is straight at the right margin but jagged at the left.

Justified alignment is straight at both the left and right margin. Additional spaces are inserted between words to achieve this effect. →





You can also position text on the page using the Ribbon or the Format Paragraph command

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TABS

Tabs are measured positions for placing and aligning text at a specific place on the page. Tabs that you set are called **custom tab stops** - Word for Windows also has **default tab stops** which are spaced at every half inch. To shift text over to the next tab stop, you press the TAB key.

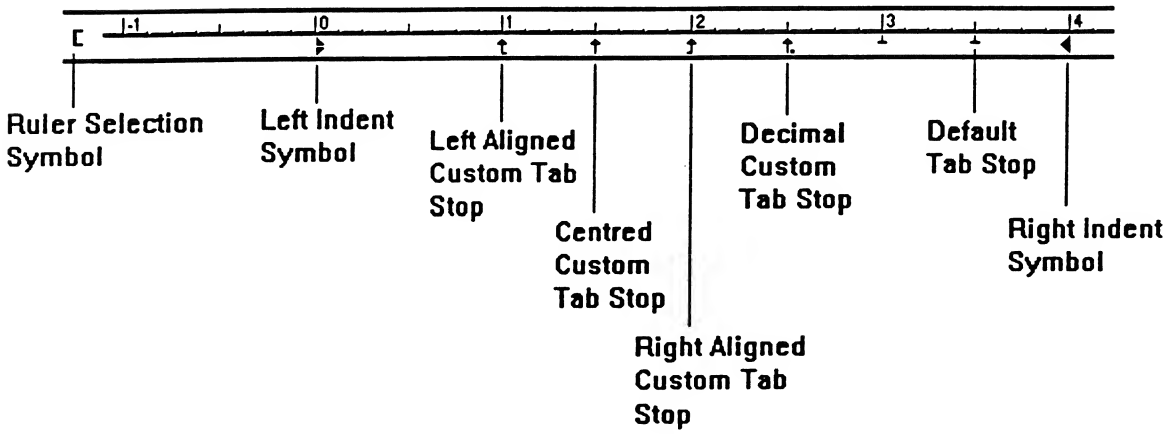
THE RULER

The Ruler allows you to quickly set and adjust tab stops and indents using the mouse:

Displaying the Ruler

★ Choose View, Ruler to display the Ruler at the top of the window, under the Ribbon (if displayed). A tick mark appears next to the Ruler option of the View menu to indicated that it is selected.

★ To turn off the Ruler display, choose View, Ruler again.



TYPES OF CUSTOM TAB STOPS

Tab Types

Word for Windows has 4 different types of tabs. The type of tab you choose affects how text lines up to that tab stop.

The Left edge of the text lines up with the custom tab stop

The Centre of the text lines up with the custom tab stop

The Right edge of the text lines up with the custom tab stop

All decimal points line up to the tab stop e.g.

345.67
123.45678
12,345.6789

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SETTING CUSTOM TAB STOPS

1. Make sure that the insertion point is somewhere in the paragraph where you want to set the tab stops. If you wish to set custom tab stops for several paragraphs, you will need to select all paragraphs
2. Make sure both the **Ribbon** and the **Ruler** are displayed by choosing the appropriate options from the **View** menu
3. Choose a tab *type* by clicking a button on the Ribbon (see previous page)
4. Point to the position on the Ruler where you want the custom tab stop and click with the left mouse button

1. Position the insertion point as in point 1 above, then activate the Ruler with CONTROL + SHIFT + F10
2. Press → to move the Ruler Cursor to the required position
3. *Either:*

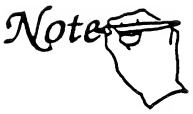
a) Type **1** to set a left-aligned custom tab stop *or*

b) Type **2** to set a centred custom tab stop *or*

c) Type **3** to set a right aligned custom tab stop *or*

d) Type **4** to set a decimal custom tab stop

4. Press INSERT then ENTER to apply the tab stop



As soon as you set a custom tab stop, all existing default tab stops to the left of the new custom tab stop are automatically cleared. You can change the default tab spacing by choosing **Format**, **Tabs**, and altering the measurement in the **Default Tab Stops** text box.

MOVING CUSTOM TAB STOPS

1. Make sure that the insertion point is in the appropriate paragraph, or that the appropriate paragraphs are selected
2. Drag the tab stop to it's new position

1. Make sure that the insertion point is in the appropriate paragraph, or that the appropriate paragraphs are selected
2. Press CONTROL + SHIFT + F10 to activate the Ruler then → to place the Ruler Cursor on the tab stop you wish to move
3. Press DELETE to delete the tab stop
4. Set a new custom tab stop at the new location as described in "Setting Custom Tab Stops" above

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INSERTING LEADER CHARACTERS

A **leader character** fills the space immediately to the left of a tab stop. It is most often used in lists, such as a table of contents, where the page number is preceded by a row of dots, dashes, or underlines.

1. Make sure the insertion point is in the appropriate paragraph, or that the appropriate paragraphs are selected
2. Choose Format, Tabs
3. Press ↓ to highlight the tab stop measurement for which you wish to set a leader character
4. Choose one of the leader characters from the Leader box:

a) 1 None (the default)

b) 2 ..... Dotted leader character e.g..... Like This!

c) 3 ------ Hyphen leader character e.g. ----------Like This!

d) 4 ____ Underline leader character e.g. _____ Like This!

5. Press ENTER or choose OK

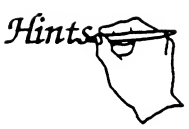
CLEARING TAB STOPS

1. Make sure that the insertion point is in the appropriate paragraph, or that the appropriate paragraphs are selected
2. Drag the custom tab stop to be deleted off the bottom of the Ruler

1. Make sure the insertion point is in the appropriate paragraph(s)
2. Press CONTROL+SHIFT+F10 to activate the Ruler, then → to move to the custom tab stop to be deleted
3. Press DELETE, then ENTER to clear the tab stop

Clearing All Tab Stops

1. Make sure the insertion point is in the appropriate paragraph(s)
2. Choose Format, Tabs
3. Press ALT+A or choose the Clear All button and press ENTER



When setting, moving or clearing custom tab stops with the keyboard, you can quickly move between tab stops (provided you have an enhanced keyboard) by pressing CONTROL+→.

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INDENTS

Whereas tabs "push" a piece of text in a line over to the next tab stop, indents "push" an entire paragraph in from the set margins. Indents are normally used to set temporary margins within a document, and can be set for one or more paragraphs, but not for individual lines (you must use tab stops for that).

INDENTING PARAGRAPHS

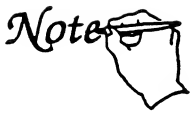
Setting Indents

1. Position the insertion point in the paragraph(s) to be indented
2. Press CONTROL+N to indent the paragraph to the next nearest tab stop or click on the indent button on the Toolbar ( )
3. Press CONTROL+M to move the indentation back to the previous tab stop or click on the reverse indent button ( )

Indenting with the Ruler

For indents that do not match any existing tab stops, use the Ruler:

1. Drag the **left indent symbol** to indent the current or selected paragraph(s) from the left
2. Drag the **right indent symbol** to indent the current or selected paragraph(s) from the right



The upper half of the left indent symbol represents the first line of the paragraph. The lower half represents the remaining text. Therefore, drag the top half only to create a first line indent.

HANGING INDENTS

Hanging indents are useful for entering bullet points or numbered lists - so called as the main body of the paragraph "hangs" under the first line.

Creating a Hanging Indent

1. Position the insertion point somewhere in the paragraph to indent
2. Press CONTROL+T to indent the second and subsequent lines of the paragraph to the next tab stop
3. To remove a hanging indent, press CONTROL+G

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HANGING INDENTS (contd)

Creating a Hanging Indent (contd)

1. Position the insertion point in the paragraph to be indented, or select all paragraphs to indent
2. Hold down the SHIFT key and drag the *lower half* ▾ only of the left indent symbol to create a hanging indent

ADDING NUMBERED LISTS & BULLET POINTS

Word for Windows provides an automatic numbered list/bullet point feature that inserts consecutive numbers or bullet points at the beginning of selected paragraphs, and automatically creates a hanging indent where necessary.

Adding Numbered Lists

1. Type the text as normal, making sure you press ENTER at the end of every point
2. Select all paragraphs that you wish to number
3. *Either:*

a) Click on the Numbered List button ( ) on the Toolbar for instant Arabic numbered points (1, 2, 3 etc.) *or*

b) Choose **Tools, Bullets And Numbering** and select **Numbered List.** From the Bullets and Numbering dialog box, choose a format from the **Format** box, and a character that will follow the number from the **Separator** drop down list box. Set a **Start Number** if you wish your numbers to start at a number other than 1 then press ENTER or choose **OK**

Adding Bullet Points

1. Follow steps 1 and 2 above
2. *Either:*

a) Click on the Bullet tool in the Toolbar ( ) *or*

b) Choose **Tools, Bullets And Numbering** and select **Bullets.** From the Bullets and Numbering dialog box, select a bullet characater from the **Bullet Character** box, or choose your own bullet character by clicking on the **New Bullet** box and choosing a character from the displayed symbols. Press ENTER or choose **OK**

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DOCUMENT LAYOUT

Document layout roughly falls into two categories - spacing and pagination. Using these features, you can make your document more attractive, and also more readable. In Word for Windows, you can adjust the space between lines in a paragraph(s), between the paragraphs themselves, or around the edge of the page (the margins). You can also add automatic page numbering so that whether you paginate your document manually or whether you allow Word for Windows to set the page breaks in the document, the page numbers will still remain in sequence.

LINE SPACING

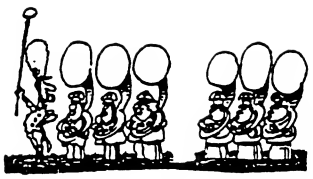
Line Spacing Within Paragraphs

1. Position the insertion point in the paragraph for which you wish to adjust the line spacing, or select all paragraphs to change
2. Choose **Format, Paragraph**
3. Press [ALT]+I to move to the **Line Spacing** list box, or click on the downward arrow to "drop down" the list box
4. Choose the line spacing required (see the options below)
5. If you choose the **At Least** or **Exactly** options, move to the **At** text box and enter the minimum or exact line spacing you require (e.g. you would type **3** to set three spaces between lines)
6. Press [ENTER] or choose **OK**

Line Spacing Options

The following options are available from the **Line Spacing** list box:

Auto	Word for Windows will automatically adjust the space between lines to accommodate the largest font, or the tallest graphic in the line
Single } **1.5 Lines** } **Double** }	Word for Windows will set *a minimum of* single line one and a half line, or double line spacing, adjusting the space as necessary for larger fonts or graphics.
At Least	Allows you to set your own minimum spacing other than single, one and a half line or double line
Exactly	The only line spacing which Word for Windows *does not* adjust to accommodate larger fonts or graphics



Spacing between or within lines is all achieved from the Format Paragraph box

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LINE SPACING (contd)

Adding Spacing Between Paragraphs

All paragraphs normally have at least one blank line between them to separate them. Similarly, a heading will usually be separated from it's following "body" text by a blank line. Normally, this is achieved by pressing the ENTER key to insert a blank paragraph. The problem with this is that when copying or moving paragraphs, you need to remember to include the blank paragraph in the selection in order to retain the spacing of the document. Alternatively, you can add the spacing *to* the paragraph:

1. Position the insertion point in the paragraph or select all paragraphs you want to change
2. Choose **Format, Paragraph**
3. Press ALT+**B** to add spacing **Before**, or ALT+**E** to add spacing **After**
4. Type the number of lines spacing you wish to add (e.g. 1 for a single line before or after) and press ENTER

PARAGRAPH FORMATTING AND PARAGRAPH MARKS

- Tab stops, indents and line spacing are all **paragraph formats**, since they affect the entire paragraph.
- All paragraph formats are stored in the paragraph mark (¶) at the end of the paragraph. *Deleting the paragraph mark will remove all formatting for that paragraph.*
- Pressing ENTER at the end of the line will automatically carry the paragraph formatting down into the next (new) line: it will not, however, affect any existing paragraphs already below the formatted paragraph.
- You can press SHIFT+ENTER to insert a **New Line** character (↵) and force a new line rather than using a normal paragraph mark. The New Line character starts a new line but does not start a new paragraph, so Word for Windows sees all lines as one paragraph. This makes it much easier to select all lines at once and change the paragraph formatting, for example, for a tabbed table.

If you cannot see your paragraph marks on screen, choose **Tools, Options**, then **Paragraph Marks** from the **View Category** to display them

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SETTING MARGINS

Margins are the white space around the edges of the page. The larger the margin, the less text will fit on a single page. Normally, you will need to adjust margins to allow for binding space or to push text further down the page to allow for company letterheads etc.

1. Choose **File, Print Preview**
2. Click on the **Margins** button. A **margin handle** (i.e. a small black box) at each of the 4 margins (Left, Right, Top and Bottom) appears
3. Point to the handle at the margin you wish to change and drag it to the new margin setting. As you drag, a shadow border represents the new margin, and an indicator on the Print Preview Toolbar informs you of the exact margin position
4. Click anywhere off the page to adjust the document to the new margin(s)

1. Select **Format, Page Setup**
2. Make sure the **Margins** option button is selected at the top of the dialog box and double click in the text box for the margin you wish to change or press ALT + the underlined letter
3. Type the new measurement then press ENTER or choose **OK**

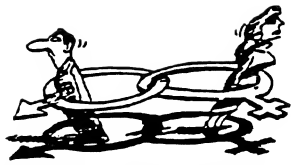
The margins can be set as defaults for all future documents simply by selecting the **Use As Default** button in the Page Setup dialog box.

PAGE BREAKS

Word for Windows automatically adjusts the location at which a new page is started as you type, insert or delete text depending on how much text can be fitted on to one page. These are called **soft page breaks.**

Keeping a Paragraph Together

If a soft page break occurs in the middle of a paragraph, you can keep the paragraph together so that it stays in one piece, either at the bottom of the page (if it fits), or at the top of the next page.



Sticking together is much easier with Word!

1. Position the insertion point in the paragraph to keep together
2. Choose **Format, Paragraph**
3. Turn on the **Keep Lines Together** check box

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PAGE BREAKS (contd)

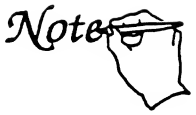
The With Next Command

You can prevent a soft page break occuring between 2 paragraphs that really should be kept together, e.g. a heading and it's following text:

1. Make sure the insertion point is in the first of the two paragraphs you want to keep on the same page
2. Choose **Format, Paragraph**
3. Choose the **Keep With Next** check box

Forcing Page Breaks

★ You can force text onto a new page by pressing CONTROL+ENTER to insert a **hard page break** where you wish to start a new page.



When using the **Keep With Next** command, use the **Line After** command to add the blank line after the first paragraph. Otherwise, Word for Windows will keep the first paragraph with the blank paragraph that makes up the blank line.

PAGE NUMBERING

Inserting Page Numbers

1. Choose **Insert, Page Numbers**
2. In the **Postion** option group, choose **Top of Page** or **Bottom of Page** to specify the location of the page numbers on each page
3. In the **Alignment** option group, choose **Left, Centre** or **Right** to align the page number between the margins
4. Press ENTER or choose **OK**

Viewing Page Numbers

You will not see the page numbers on the normal screen. However, you can view them in one of two ways.

★ Choose **File, Print Preview.**

★ Choose **View, Page Layout.**

Page Numbers can only be seen in Print Preview or Page Layout

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PAGE NUMBERING (contd)

Changing a Page Number

You may sometimes need a page to start at a number other than 1. For example, you may have a document that forms part of another document, or a report that has an initial heading page so that it is the 2nd page that needs to be page number 1 and not the first.

1. Choose **Insert, Page Numbers** and choose the **Format** button
2. Move to the **Start At** text box
3. Type the new starting number and press ENTER or choose OK

ADDING TEXT BEFORE PAGE NUMBERS

When page numbers are inserted, they are placed either in the **Header** (at the top of the page) or the **Footer** (at the bottom of the page), depending on whether you chose **Top of Page** or **Bottom of Page** from the Page Numbers dialog box. You can add text (e.g. the word "Page") to a page number by editing the Header/Footer as follows.

1. Insert page numbers into the document using the technique described on the previous page
2. Choose **View, Header/Footer**
3. Press ENTER to change the header or ↓ then ENTER to change the footer. A header or footer "window" appears at the bottom of your screen, displaying the page number (see the note below)
4. Type the required text in the header/footer

   For Example:

   `Page 1` *or:*

   `1-1`
5. Click on the **Close** button, or press SHIFT+F10, then C

If you have selected **View, Page Layout**, you will not see a separate window open for the header/footer. Instead, the insertion point will be moved to the header footer position in the document.

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STYLES

A style is a combination of *Character* and *Paragraph* formats that can be quickly applied to text in a document. Styles save time when applying multiple formats and help to ensure a consistent look throughout a single document or over several similar documents such as company memos or letterheads. You can have up to 221 styles in any one document.

CREATING A STYLE

Creating a Style By Example

1. Apply the formatting that you want the style to have to a sample paragraph, then select the formatted paragraph
2. Make sure the Ribbon is visible and press CTRL+S or click in the Style box to activate it
3. Type an identifying name for the new style - this can be up to 24 characters, is not case sensitive, can include spaces and can include any character except the backslash (\)
4. Press ENTER to create the style

APPLYING STYLES

Once a style has been created it can quickly be applied to other text in the document. Text to which the style is applied instantly takes on the formats contained in the style.

Applying Styles Using the Ribbon

1. Select the paragraph(s) you wish to apply the style to
2. Press CTRL+S or click in the style box on the Ribbon
3. Type or select the style name and press ENTER

Applying Styles with a Shortcut Key

★ If you have assigned a shortcut or function key to a style (see next page), you can quickly apply the style to selected paragraphs by pressing the shortcut or function key combination.

For example:

If you assign the Ctrl+B shortcut key to a style called "BODY TEXT", you would press CONTROL+B to apply the BODY TEXT style to any selected paragraph(s).

Apply styles with the press of a key using shortcut keys

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APPLYING STYLES (contd)

Repeating Applied Styles

1. Assign a style to the first paragraph
2. Select the next paragraph you wish to apply the style to
3. Press F4 or choose Edit, Repeat Style

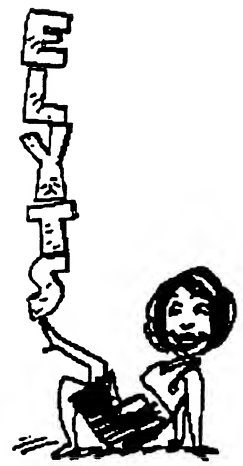
ASSIGNING SHORTCUT AND FUNCTION KEYS

Assigning a Shortcut Key

1. Create a style as described on the previous page
2. Choose Format, Style
3. Make sure the name of the style you want to assign the shortcut key to is displayed in the Style Name box
4. Check the Ctrl and/or Shift check box - these boxes indicate the keys that must be pressed when applying the style
5. Choose a key to use in conjunction with Ctrl and/or Shift either by typing a letter/number in the Key box, or by selecting a letter/number from the drop down list box
6. Choose the Define button then the Change button to change the style definition
7. Choose the Close button to exit the Style dialog box

Assigning a Function Key

1. Follow steps 1-3 above
2. Drop down the Key list box and choose a function key from the available list. As you click on the function key name, any existing command that is assigned to that key is displayed next to the Currently indicator
3. If you wish to use either the CONTROL and/or the SHIFT key with the function key, check the relative box, otherwise clear both boxes
4. If you are happy with replacing the current assignment, choose the Define button followed by the Change button to change the style definition
5. Choose the Close button



You've either got 'em or you haven't!

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ASSIGNING SHORTCUT AND FUNCTION KEYS (contd)

Removing a Function Key Assignment

1. Follow steps 1-3 for "Assigning a Function Key" on the previous page
2. Press ALT+Y to move to the Key box, or double click in it
3. Press the DELETE key to delete the existing function key assignment
4. Choose the Define button followed by the Change button
5. Choose the Close button to close the Style dialog box

RE-DEFINING STYLES

If you decide to change the formatting that makes up a style, all text in the document that has that style applied will automatically change.

1. Choose Format, Style
2. From the Style Name box, select the style you wish to change
3. Choose the Define button
4. Choose the required button for the type of formatting you wish to change and change the formats as necessary: e.g. if the current style has 10 point text and you wish to change it to 12 point, you would choose the Character box, since point sizes are character formats
5. When you are finished changing formats, choose the Change button - Word for Windows will ask you if you wish to re-define the style, to which you want to reply Yes
6. Choose the Close button

THE NORMAL STYLE

Any text that for which you have not specified a style will have the **Normal** style applied. You can quickly change all standard text in a document by re-defining the Normal style.

Re-defining the Normal style will change all standard text in the current document. You can also tell Word for Windows to change the Normal style for all future documents as follows:

1. Choose Format, Character
2. Set the character formats you require
3. Choose the Use As Default button
4. A message box appears asking if you wish to change the formatting for the Normal style. Choose the Yes button

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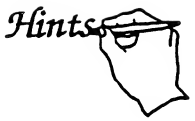
FIND AND REPLACE

Often when creating a document, you may need to return to a particular location, identified by a word or phrase such as a heading or keyword. The Find option allows you to search for words or phrases in the document, or even for specific formatting or styles. One of the many uses of finding text, formats or styles in a document is to enable you to replace them with other text, formats or styles. The replace feature allows you to find a word or phrase, then automatically replace it with another word or phrase. You can also change formats or styles, for example if you wish to change all text that is bold to underline.

FINDING TEXT

Searching For Text

1. Choose Edit, Find
2. Type the word or phrase you wish to search for in the Find What box
3. Choose to search in an Up or Down direction - this option is purely for speed since when Word for Windows reaches the beginning or end of the document, it will ask if you want to continue searching through the remainder of the document anyway
4. Choose the Find Next button - as soon as Word for Windows finds the first occurrence of the specified text, it will pause the search and highlight the text in the document
5. Continue choosing Find Next until the text you are looking for is found. You can choose Cancel at any point to return to the document



Once you have performed a find operation and returned to the document, you can use the SHIFT+F4 key sequence to continue the find operation.

Searching for Whole Words

Sometimes as you search, Word for Windows will find a word that exists within another word. For example, if you search for "Rest", Word will find Restaurant, Restful, Bucharest etc. In order to prevent this happening.....

1. Select Edit, Find and type the word/phrase you wish to search for
2. Check the Match Whole Word Only check box
3. Complete steps 4-6 above

If you cannot see the text that Word for Windows has found behind the Find dialog box, drag the dialog box's Title Bar to move it out of the way.

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FINDING TEXT (contd)

Finding Case Sensitive Text

Normally when Word for Windows searches for a word or phrase it ignores any capitalisation in the word/phrase you specify in the Find What text box. You can speed up searches by telling Word for Windows to search only for occurrences that match the capitalisation as well as the word/phrase.

1. Choose Edit, Find and type the text you wish to search for in the Find What text box
2. Check the Match Case check box
3. Choose the Find Next button until the text you are looking for is located

REPLACING TEXT

Replacing a Word or Phrase

1. Select Edit, Replace
2. Type the text you wish to replace in the Find What box (if you have previously performed a find/replace, Word for Windows will remember what you specified previously and automatically suggest this)
3. Press TAB to move to the Replace With box and type the text that you wish to replace the search text with
4. Choose Replace All to replace all occurrences in the document, or Find Next to find the next occurrence. When Word for Windows finds the occurrence, choose Replace or Find Next again

Cancelling the Replacement

★ If you chose to Replace All, you can undo all changes provided you choose Edit, Undo or click on the Undo button on the Toolbar immediately the replacement has finished. If you chose Find Next, Word for Windows will only undo the last replacement you specified.

Replace text with blanks to remove it completely

Replacing Text With Nothing

★ If you leave the Replace With box empty, Word for Windows will automatically remove all occurrences of the search text throughout the document.

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FINDING AND REPLACING FORMATS AND STYLES

By searching for formats or style names, you can quickly find text that has a specific format applied. For example, if you have various quotations in a dissertation that you have formatted to be bold and italic, you can search for all bold and italic text to locate all your quotations. Similarly if you are searching for the word "Reference" which has the Heading1 style applied you can move straight to that particular occurrence without finding all other "Reference" words in the document.

Finding Text with a Format Applied

1. Choose Edit, Find and type the text you wish to search for in the Find What text box. If you only wish to find the format/style regardless of what text has that format/style applied, then leave the Find What text box blank
2. Choose the button for the *type* of formatting you wish to locate: e.g. if you wish to find bold text only, you would choose the Character button. To find that same text but with the Heading1 style applied, choose the Styles button. You can specify any combination of formats and/or styles
3. A dialog box will appear that is identical to the Format, Character or Paragraph dialog boxes, or the Style list box. From here, you can specify the format(s) or style that you wish to search for. Choose OK when you have finished
4. Continue specifying formats as required. Selected formats are listed below the Find What box
5. When you are happy with the selected formats, choose the Find Next button to start the search

Removing Search Formats & Styles

★ From the Edit, Find dialog box, choose the Clear button to clear all search formats/styles.

When replacing formats or styles, you only need to specify the format or style you wish to replace. e.g. if you have text in your document that is bold *and* underline, and you wish to replace the bold only with italics, set the bold format only in the Find What box.

Out with the old and in with the new!

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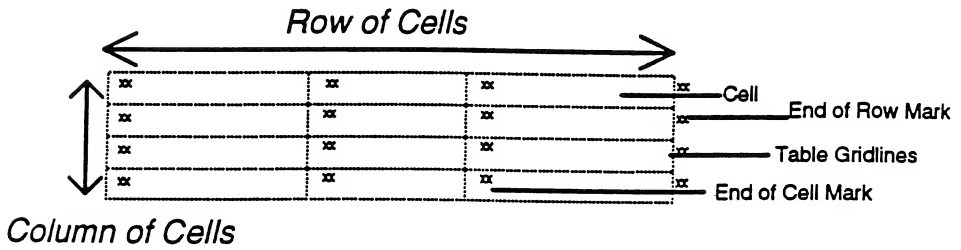
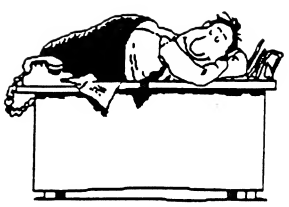
TABLES, BORDERS AND SHADING

Word For Windows' table feature can help you quickly organise information into tabular format without having to use tabs or tab settings. It is also commonly used to create paragraphs side by side (for example when typing minutes), or to easily position a caption next to a graphic. The major benefit of using tables in a document (aside from the fact that they are so easy to use!) is that text can be forced to stay within set boundaries, regardless of insert, delete, copy or move commands performed on the remainder of the document.

PARTS OF A WORD TABLE



- A table is made up of **rows** and **columns**. The boxes that are created between these rows and columns are called **cells**. As text is entered into a cell, it wraps within the cell, just as it does between the margins of any other part of the document. You can press ENTER to start a new paragraph within a cell, and insert or delete text without the text moving outside the cell.
- The end of each row is identified by the **End of Row Mark**. You use these marks to insert new columns at the end of a table.
- The columns, rows and therefore cells of a table are marked on screen by dotted lines called **Table Gridlines**. These are visible purely to enable you to identify areas of your table, and are not printed. You can turn the table gridlines on and off by choosing the **Table, Gridlines** command.
- Within each cell you will see an **End of Cell Mark**, similar to the End of Row Mark. Use this to select an entire cell (not just the text within a cell) when editing a table.



Just one use for tables: no doubt you can think of many more!

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CREATING TABLES

The easiest way of creating a table is to use the table button on the Toolbar. However, you can also use the keyboard method when you wish to set exact column widths at the time of setting up the table.

1. Position the insertion point at the place in the document where you want the new table inserted
2. Click on the Table tool in the Toolbar ( )
3. Drag in the grid over the number of rows and columns you want the new table to have - the dimensions of the new table are displayed at the bottom of the grid. Release the mouse button to insert the table

1. Position the insertion point at the place in the document where you want the new table inserted
2. Choose **Table, Insert Table**
3. In the **Number Of Columns** box, type or select a number indicating how many columns you want
4. Specify the **Number Of Rows** and the **Column Width** (if you don't know these at present, they can always be adjusted later)
5. Press ENTER or choose **OK**

Converting Text to a Table

When converting text to a table, Word for Windows places all text between each tab, comma or paragraph mark in separate cells. If it cannot decide which item to separate the text by, it will ask you.

1. Select the text you wish to be converted to a table
2. Choose **Table, Convert Text To Table**
3. If prompted, select which item will separate text into separate cells (**Paragraph Marks**, **Tabs** or **Commas**)

Convert this text to a table...

Firstname →	Surname →	Age →	Sex¶
Bob·A→	Long→	23 →	M¶
Joe →	Kerr→	38 →	M¶
Gail →	Force→	42 →	F¶

Firstname	Surname	Age	Sex		
Bob·A		Long		23	M
Joe		Kerr		38	M
Gail		Force		42	F

... and you get this! Note that because the original had additional tabs to line up the text, the resulting table has blank cells

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ENTERING TEXT & MAKING SELECTIONS

Entering Text

Once you have created the table structure, you will need to be able to enter text in the cells of the table. For the most part, you move the insertion point and enter text exactly as you do in a normal document, using the mouse or arrow keys. Some techniques, however, are unique to tables.

★ Press TAB to move through the cells in your table. If text already exists in the next consecutive cell, the text will automatically be selected. To remove the selection, simply click with the mouse or press any direction key as usual.

★ Press SHIFT+TAB to move backwards through cells.

★ Type any text as normal. Word for Windows will automatically wrap text when it reaches the edge of the cell.

★ Press ENTER to force text onto a new line - the height of the row will automatically increase to accommodate additional lines.

Selecting Cells

★ Click once in the selection bar (the white space between the text and the left table gridline) to select an entire cell. Drag the mouse across or down to select adjacent cells.

Selecting Rows

★ Click once in the document's selection bar (the empty white space to the left of the table). Drag the mouse down to extend the selection to adjacent rows.

★ Choose Table, Select Row.

Selecting Columns

★ Click with the *right* mouse button in the column. Drag the mouse across adjacent columns to extend the selection.

★ Choose Table, Select Column.

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DELETING AND INSERTING ROWS AND COLUMNS

Deleting Rows/Columns

When you delete rows or columns, all text is also removed. The following method does not place deleted rows /columns on the Clipboard; to do this you would need to use the **Edit, Cut** command.

1. Select the row/column to delete as described on the previous page
2. Choose **Table, Delete Row** or **Table, Delete Column**

Inserting Rows/ Columns Within the Table

1. *Either:*

a) To insert rows, select the same number of rows immediately below where you want the new row(s) inserted *or:*

b) To insert one or more columns, select the column or same number of columns to the *right* of where the new column(s) will be inserted

2. Choose **Table, Insert Row** or **Table, Insert Column**

Inserting Rows/Columns at the End of a Table

★ To insert a row at the end of the table, position the insertion point in the last cell of the table, and press TAB.

★ To insert a column at the end of the table, point to the End of Row Marks and click the right mouse button. Choose **Table, Insert Column.**

CHANGING COLUMN WIDTHS

Changing Column Widths

1. To change the width of an entire column, there is no restriction to the location of the insertion point. To change the width of an individual cell however, you must select the cell first
2. Point to the right edge of any cell in the column until the mouse pointer changes to a ⇹ shape
3. Drag the column border to it's new width

1. Position the insertion point anywhere in the column to alter and choose **Table. Column Width**
2. Type the new width and press ENTER

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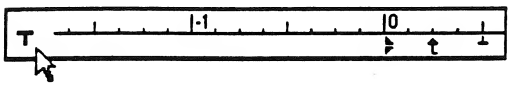
Changing Column Widths With the Ruler

Changing the Ruler Scale

The ruler actually has 3 different scales to help you perform different tasks. You have already seen the **Indent Scale** which was discussed in the earlier section "Tabs". Another scale is the **Table Scale** which is used to adjust column widths with the ruler.

Click on the **Ruler Selection Symbol** on the far left of the ruler until the ruler displays a series of T's



Adjusting Column Widths with the Ruler

1. To adjust the width of an entire column, position the insertion point anywhere in the column. To adjust a single cell, select the entire cell
2. Drag the "T" on the ruler to the column's new width

Moving Rows and Columns

Moving Rows

1. Choose Tools, Options, and select the General Category. Make sure the Drag And Drop Text Editing check box is turned *on* and choose OK
2. Select one or more entire rows to move
3. Drag the selected row(s) to the new location, releasing the mouse button when the dotted outline is in the first column of the row immediately below where the moved row(s) is to be inserted

Moving Columns

Unlike rows, Word for Windows does not automatically insert moved columns. You therefore need to:

1. Select the column(s) to move and choose Edit, Cut
2. Move the insertion point to the first cell in the first column of the new location and choose Edit, Paste

You can move rows with the mouse, but need to use cut and paste for columns.

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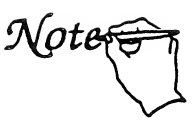
MERGING AND SPLITTING

Merging Cells

You may sometimes need to extend text over more than one column, for example, to insert a main heading at the top of a table. You can "merge" cells so that long text entries will fit into one cell without affecting the total width of the table.

1. Select the cells that you wish to merge into one single cell
2. Choose **Table, Merge Cells**



Word for Windows merges all cells in the selection, substituting paragraph marks for each of the original cells. You may need to delete the extra blank paragraphs that are created because of this.

Splitting Cells

Splitting cells splits a merged cell back into its original individual cells:

1. Make sure the insertion point is in the merged cell
2. Choose **Table, Split Cells**

Splitting Tables

Splitting tables inserts a blank paragraph immediately above a selected row, thus splitting the table into two. This is useful for inserting text between the rows of a table, or for forcing a page break within a table.

★ Make sure the insertion point is in the row *below* where you want to split the table and choose **Table, Split Table.**

FORMATTING AND EDITING TEXT IN A TABLE

Formatting Text in Cells

★ To apply character or paragraph formats to text in any cell in the table, firstly select the text (not necessarily the cell unless you wish to format all text in the cell), then use the normal mouse or keyboard formatting commands to apply the format(s). For example, to embolden text, press CONTROL+**B**, to indent text, press CONTROL+**N** etc.

There's no need to re-learn everything - just apply what you already know!

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FORMATTING AND EDITING TEXT IN A TABLE (contd)

Using Tab Stops in Cells

★ You can set tab stops in a cell as normal, either using the ruler, or the Format, Tabs command. However, because the TAB key would normally move the insertion point to the next cell, to shift text over to the next tab stop, you need to press CONTROL+TAB.

When the insertion point is in a cell of a table, the left and right indent markers on the ruler span the *cell's* width, not the *page* width. Zero marks the left boundary of the cell and any indents or tabs are relative to the cell boundaries only. You cannot, for example, tab across to a tab marker in another cell.

Deleting Text in Cells

★ Press DELETE to delete all selected text, leaving the cells blank. Pressing BACKSPACE to delete selected text spanning several cells will remove the text from the first cell in the selection only.

ALIGNING THE TABLE

Aligning the Entire Table

Using the normal alignment keys or commands affects the text within the selected cell(s) of the table only. Word for Windows therefore provides an alternative to align the entire table on the page:

1. Choose Table, Row Height
2. In the Alignment option group, select the Left, Centre or Right option to set the table alignment relative to the page
3. Press ENTER or choose OK

Use the Table, Row Height command to position the table on the page - not the page on the table!

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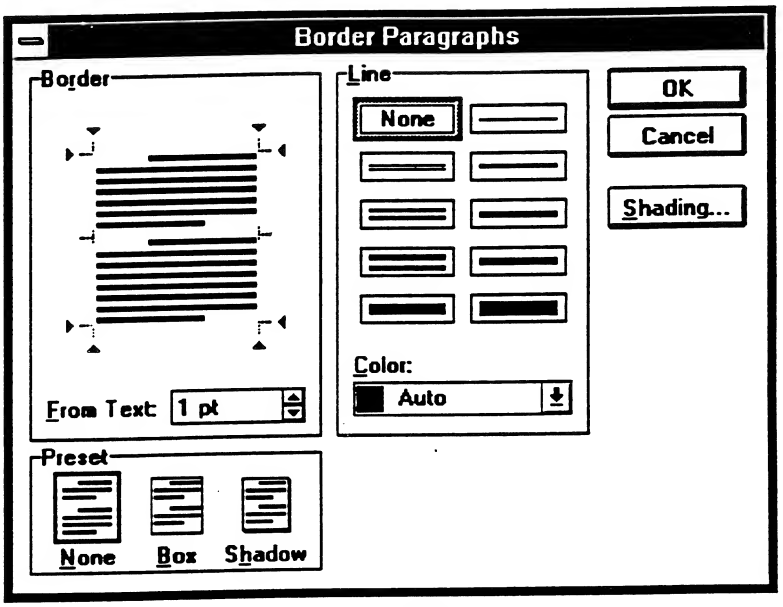
ADDING BORDERS TO THE TABLE

Borders can be added to any table gridline, be it the entire table, an outline around a single cell, a vertical or horizontal line etc. You can also shade cells in the table for additional emphasis. The following techniques can also be used on normal paragraphs in a document.

1. Select the required cell, row(s), column(s) or entire table
2. Choose **Format, Border**
3. Choose a **Box** or **Grid** border from the **Preset** box, or click on the required border in the **Border** box - 2 arrows will appear indicating the selected border. To choose more than one border, hold down the SHIFT key and click on each border to add it to the selection
4. Choose a **Line** style by clicking on it and press ENTER



The Border dialog box

ADDING SHADING

Adding a Shading Pattern

1. Choose **Format, Border, Shading**
2. Choose a shading pattern from the **Pattern** box
3. If required, choose a foreground and background colour from the relative boxes
4. Check that the sample reflects the pattern you want, and press ENTER or choose **OK**

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ADDING SHADING (contd)

Adding Borders and Shading to Paragraphs

1. Select the paragraph(s) to which you want the border or shading to apply
2. Choose **Format, Border**
3. Choose a **Box** or **Shadow** border from the **Preset** box, or select a border from the **Border** box
4. Select a **Line** style
5. If required, select a **Shading Pattern**
6. Choose **OK** to exit the dialog box and return to the document

Removing Shading

1. Select the cell(s) or paragraph(s) that you wish to remove the shading from
2. Choose **Format, Border, Shading**
3. In the **Pattern** box, choose **Clear**

Although your "shades" may look good on screen, print them out to ensure that your printer is capable of producing the effect you want.

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PROOFING TOOLS

Proof reading a document is always a good habit to get into - and however good your own proof reading skills are, it makes sense to get the computer to do it for you where possible. Every document you create will give the reader an immediate impression of you or your company, and spelling mistakes, typing errors, incorrect words or bad grammar are all black points against you! Word for Windows provides several features to ensure that your documents are always accurate - the Spell Checker, the Thesaurus and the Grammar Checker.

USING THE SPELL CHECKER

Spell Checking a Document

1. Select **Tools, Spelling** or click on the Spell button on the Toolbar ( )

2. Word for Windows starts checking the document for spelling mistakes. If it finds a word it thinks is mis-spelt, it will pause and highlight the word. At this point you can do any of the following:

Changing Words

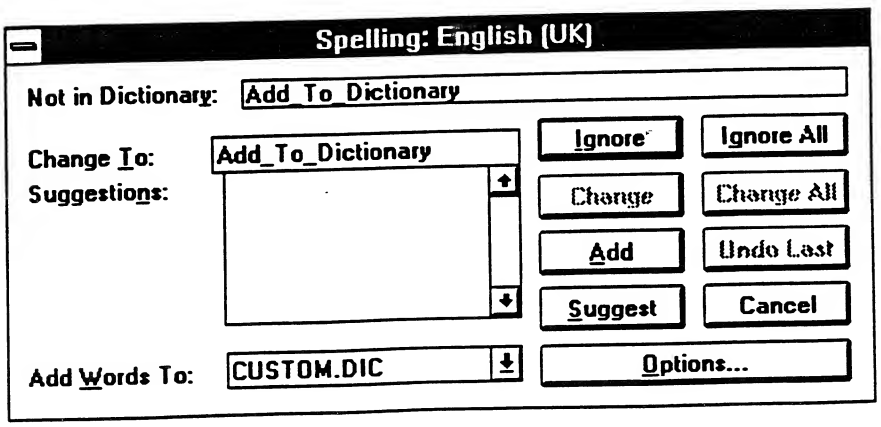
★ Choose the **Suggest** button to view a list of suggestions. Highlight the correct suggestion and choose the **Change** button to replace the incorrect word and continue the spell check.

★ Choose the correct suggestion then choose **Change All** to replace all incorrect spellings of that word throughout the document.

★ Re-type the correct spelling in the **Change To** box and choose **Change** or **Change All** to change the incorrect spelling.

Ignoring the Suggestions

★ To leave the word unchanged and continue with the spell check, choose the **Ignore** button to ignore that single occurrence, or **Ignore All** to ignore all future occurrences.



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USING THE SPELL CHECKER (contd)

Adding a Word to the Dictionary

Words that are special to your company or working environment, such as names, technical terms etc. may well be picked up as "mis-spelt". You can add these words to Word for Windows own dictionary, so it will always recognise them in future:

★ Choose the Add button to add the word in the Change To box to the dictionary specified in the Add Words To box.

USING THE THESAURUS

How many times have you been creating a document and thought "now what is another word for....."? Word for Windows Thesaurus allows you to look up different words with a similar meaning to add interest and precision to a document.

Looking up a Word

1. Move to the word you wish to look up. You do not need to select the entire word, but make sure that the insertion point is somewhere in it
2. Choose Tools, Thesaurus

   The Thesaurus dialog box consists of 3 main areas:

i) The word to be looked up, displayed in the Synonyms For box

ii) Different meanings for the word, listed in the Meanings box

ii) Alternative words and phrases, listed in the Synonyms box. The first of these is also listed in the Replace With b ox

Changing the Context

Many words have several different meanings. If the displayed meaning is not relative to the context of your word.....

1. Move to the Meanings box
2. Select the correct definition either by clicking on it, or by using ⬇
3. Choose the Lookup button - the Synonyms box now displays the new synonyms for that word

Can't think of that elusive word? Use Thesaurus!

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USING THE THESAURUS (contd)

Looking Up Other Words

1. Make sure the word you want to find an alternative for is displayed in the **Replace With** text box - you can type it in if you wish
2. Choose the **Look Up** button to display synonyms for the word in the **Replace With** text box

Replacing Words

1. Select the correct synonym from the **Synonyms** list to place it in the **Replace With** text box
2. Choose the **Replace** button to replace the selected word in the document with the word in the **Replace With** text box

USING THE GRAMMAR CHECKER

Word for Window's grammar checking feature identifies sentences in your document that have possible grammatical errors or a weak writing style.

Checking the Grammar in a Document

★ To check the entire document, choose **Tools, Grammar**: to check part of the document, or a single sentence, select the sentence first, then choose **Tools, Grammar**. When Word for Windows finds a sentence with questionable grammar, it puts the sentence in the **Sentence** box, emboldening the probable cause of the grammatical error. It also enters a description of the error in the **Suggestions** box.

Making Corrections

1. If the Grammar checker is able to make a correction, it will embolden the word or phrase to change in the **Suggestions** box, and the **Change** button will not be greyed. You can select the suggestion you want to use and choose the **Change** button to update the sentence in the document and continue checking
2. If the Grammar checker is unable to make a correction, either click in the document, or press CONTROL+TAB to move to the document. Edit the sentence as normal, then choose the **Start** button to continue the check

Grammar checker will make suggestions to correcting grammatical errors

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USING THE GRAMMAR CHECKER (contd)

Skipping and Ignoring Sentences

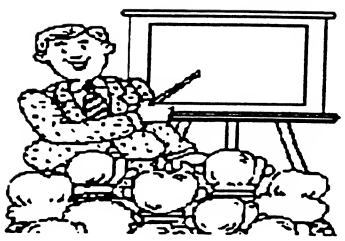
★ To skip the questioned word or phrase without changing the sentence, choose the **Ignore** button.

★ To skip the questioned word or phrase *and* similar occurrences throughout the entire document, choose the **Ignore Rule** button.

★ To leave the current sentence unchanged, regardless of any other grammatical errors in that sentence, choose the **Next Sentence** button.

Grammatical Explanations

★ Let's face it - not all of us remember the difference between a passive and a subject verb! If you do not understand the reason given by Word for Windows in the **Suggestions** box, choose the **Explain** button to view an explanation of the error. To return to the Grammar checker dialog box, press ESCAPE.



Don't worry if you can't remember all those grammar rules you learnt at school. Word for Windows has an Explain button that explains all!

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GLOSSARIES

A glossary is a collection of **glossary entries**. Each glossary entry is a collection of text, but can also consist of graphics, tables and formatting. Use glossaries to store text that you use regularly, such as client names and addresses, standard responses to fill-in-the-blanks forms or product names and part numbers.

DEFINING A GLOSSARY ENTRY

To Create a Glossary Entry

1. Type the text that you wish to use as a glossary entry. Format it as required
2. Select the text, including any paragraph or tab markers
3. Choose **Edit, Glossary**
4. Type an identifying name for the glossary entry
5. Choose the **Define** button

INSERTING GLOSSARY ENTRIES

1. Position the insertion point at the place in the document where you wish to insert the glossary entry
2. Choose **Edit, Glossary**
3. Use the scroll bars or direction keys to select a **Glossary Name**
4. Choose **OK**

1. Position the insertion point at the place in the document where you wish to insert the glossary entry
2. Type the name of the glossary entry
3. Press F3

Use glossaries to store commonly used text, graphics and formatting

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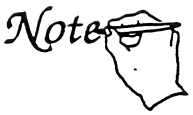
DELETING GLOSSARY ENTRIES

1. Choose **Edit, Glossary**
2. Select the glossary name of the entry you wish to delete
3. Choose the **Delete** button
4. Repeat to delete any further glossary entries. When you have finished deleting glossary entries, choose the **Close** button



The entire glossary consisting of all glossary entries is stored on a *template* called NORMAL.DOT. This is the default template that Word for Windows uses when you create a new document, and means that your glossary entries are always available to you in any document.

THE SPIKE COMMAND

Often, you may wish to move several non-consecutive pieces of text to a new location. Spike allows you to add selected text to a special glossary entry where it will stay until you choose to insert it into a document.

Collecting Text on the Spike

1. Select the first piece of text to "spike"
2. Press CONTROL+F3
3. Repeat steps 1 and 2 to add all pieces of text to the spike

Inserting the Spiked Text

1. Move to the area of the document where you wish to place the spiked text
2. *Either:*

a) Press CONTROL+SHIFT+F3 to insert the spiked text and clear the spike *or:*

b) Type `SPIKE` and press F3 to unload the spike, but keep the glossary entry for future use

Collect pieces of text on your spike then insert them in the document

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GLOSSARY

Active File/Window	The document or view of a document that is available for editing etc. i.e. the one that has the insertion point in it.
Alignment	Formatting text in line with the margins e.g. flush right aligns the text to the right margin.
Alphanumeric	Any character you can type including upper and lower case letters, numbers, punctuation marks etc.
Application	A software programme that accomplishes a particular task e.g. word processing, spreadsheet, database etc.
ASCII	American Standard Code for Information Interface - a standard computer character set.
Attribute	Characteristics that affect the way text appears e.g. bold, underline.
Boilerplate	Text that is the same in all documents. Often boilerplate text is saved as a small file in itself, or as a glossary entry.
Bookmark	A place marker in the document.
Clipboard	A Windows feature that temporarily stores information that is cut or copied from a document.
Cursor	See "Insertion Point".
De-bugging	The process of identifying and removing any errors in a software programme.
Disk	A storage device for data. Usually refers to the computer's hard disk e.g. as in "print to disk" or "save to disk".
Document Summary	A brief synopsis containing information regarding the document e.g. author, title, subject etc.
DOS	The Disk Operating System that interacts between the user and the computer. Without this, the computer cannot do anything!
Dot Leader Character	A character that fills the space between tab stops. Usually a full-stop (.) or hyphen (-).
Excel	The Microsoft spreadsheet programme.
Extension	The 3 characters following a filename and full-stop (.).
Field	A special set of codes that instructs Word for Windows to insert information into a document.
Filename	The name by which the Disk Operating System recognises a file.
Font	The appearance of characters on a printed page.

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Footnotes	Text that is printed at the bottom of the page giving further explanation to a marked piece of text in a document.
Glossary	A series of any amount and mixture of text or graphics that is saved and can be inserted at any point in a document.
Hanging Indent	A paragraph where the 1st line sits at the left margin, and subsequent lines are indented.
Hard Return	The specific end of a line. Inserted when the user presses ENTER
Headers and Footers	Consistent text that is printed at the top or bottom of every page.
I-Beam	The name given to the shape of the mouse pointer when pointing to text.
Indent	Where text starts in from the left/right margins.
Input	Information entered into the computer via the keyboard.
Insertion Point	The blinking vertical line in a document that indicates the current location.
Justification	Alignment of text.
Kerning	The process of reducing space between letters.
Keystrokes	The physical action of pressing down a key on the keyboard so that the character is entered or a command is initiated.
Line Spacing	The amount of white space between lines of text.
Macro	A stored list of commands that when replayed, accomplishes a task.
Margin	The white space at the top, bottom, left and right of a document.
Office Automation	The use of computers to integrate traditional office activities such as writing, filing, conferencing etc.
Outline	A word-processing tool allowing the user to organise a document based on headings and subheadings.
Output	The process of displaying or printing the results of information put into the computer.
Page Break	The point where a new page is started. The location of a Hard Page Break will not change, regardless of changes made to the document. The location of a Soft Page Break is likely to change as the user adds, deletes and edits the document.
Point Size	Units of measure normally used to measure font sizes. A point equals 1/72 of an inch.

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Proportionally Spaced Fonts	Varies the amount of space given to characters in a font, according to the width of the letter e.g. the letter "i" usually gets less space than the letter "w".
Status Line	The area at the bottom of the screen showing the document and page numbers and line and horizontal positioning.
String	A series of alphanumeric characters.
Style	A series of formatting instructions that can be applied to text.
Tab	A precise measurement for indenting text in a document.
Template	A pattern for shaping a final document.
Thesaurus	A word-processing tool used to look up words and give synonyms.
Toggle	A command that is turned on when the user issues a command and turned off when the user re-issues a command e.g. Toggle View Fields SHIFT+F9.
Typeover	The process of typing over existing text. Turned on and off by pressing the INSERT key.
User Interface	The way a programme looks on screen and how it requests and responds to your actions.
Window	The rectangular area on screen in which documents are displayed. Also refers to the Microsoft programme Windows.
Word Processor	An electronic typewriter. Also refers to a word-processing software programme.
Wordwrap	The process where a word-processor automatically starts a new line when it reaches the right margin.

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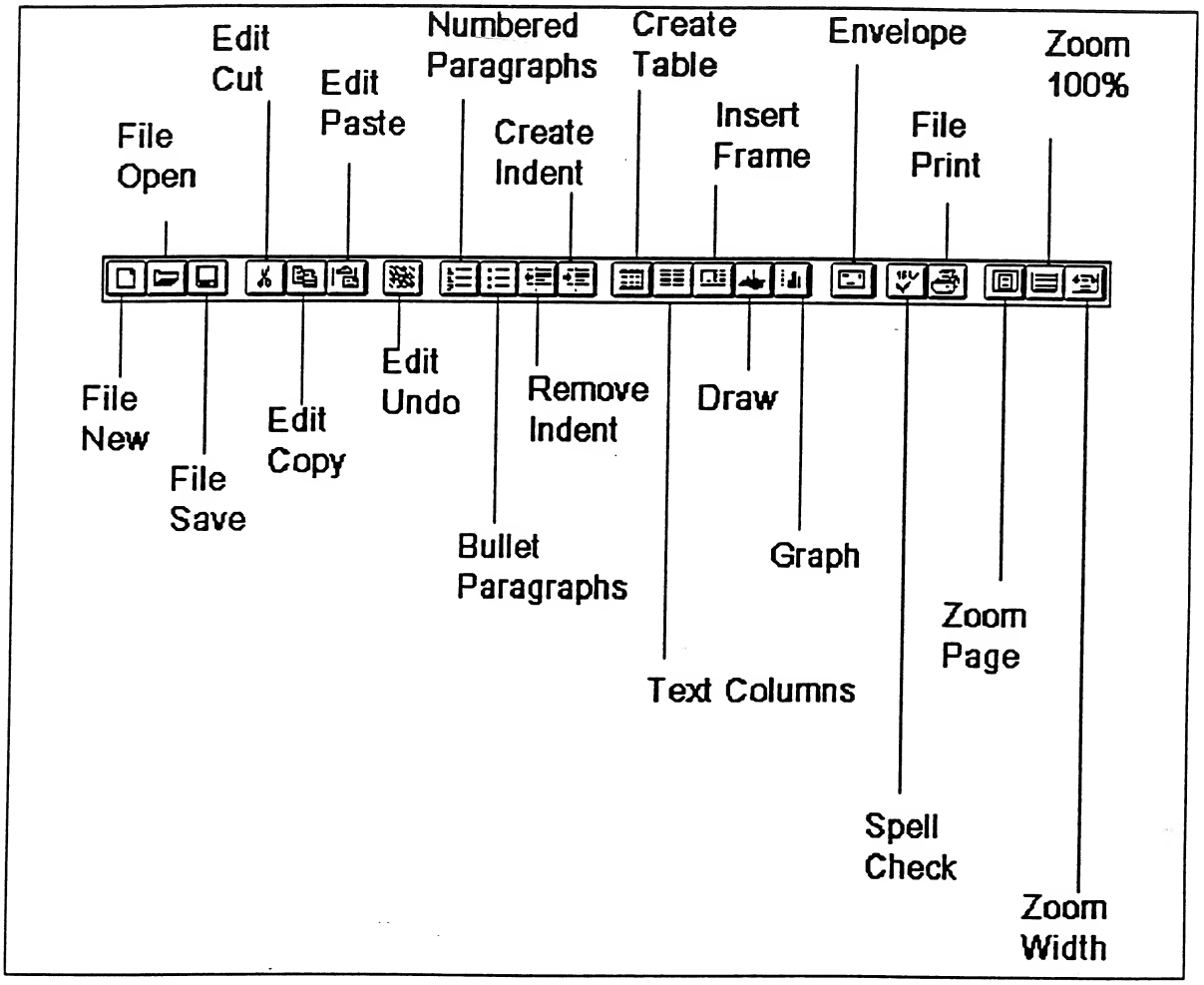
APPENDIX A - THE TOOLBAR

Word for Windows version 2.0 has a Toolbar that allows you to perform many special functions with a single click of the mouse!



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APPENDIX B - FUNCTION KEYS

Key	F1	F2
Plain Key	Help	Move
Shift	**Context Sensitive Help**	**Copy**
Control		*Increase point size*
Control + Shift		Decrease point size
	F3	F4
Plain Key	Expand Glossary	Repeat Command
Shift	**Change Case**	**Repeat Find**
Control	*Spike*	*Close Doc Window*
Control + Shift	Unspike	
	F5	F6
Plain Key	Go To	Next Pane
Shift	**Go Back**	**Previous Pane**
Control	*Restore Doc Window*	*Next Window*
Control + Shift	Insert Bookmark	Previous Window
	F7	F8
Plain Key	Spell Checker	Extend Selection
Shift	**Thesaurus**	**Shrink Selection**
Control	*Move Doc Window*	*Size Doc Window*
Control + Shift		Column Select
	F9	F10
Plain Key	Update Field	Menu
Shift	**View Field Codes**	
Control	*Insert Field*	*Maximise Doc Window*
Control + Shift	Unlink Field	Ruler Mode

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APPENDIX C - FILES AND DIRECTORIES

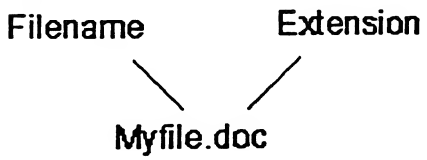
DOS FILENAMES

Files are saved on disk by the Disk Operating System, DOS. DOS has certain rules about naming files which you must follow when saving your documents.

A **filename** has two parts:

The first part identifies the actual name of the file and can have up to eight characters. Certain characters, like the space and full stop, are not allowed.

The second part, the **extension**, is normally used to identify the *type* of file, and is optional in DOS. It can have up to three characters and is separated from the filename by a full-stop. Again characters like the space and full stop are not allowed.



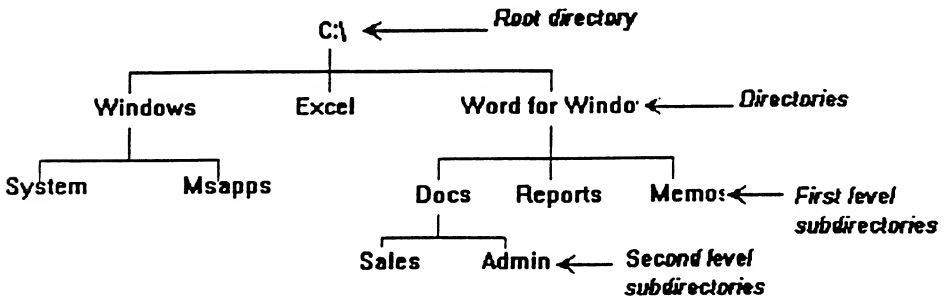
If you do not specify an extension when you save a document, Word for Windows will give it a default extension - .DOC. When Word for Windows lists document names in the File Name box it will list only those files with the .DOC extension, unless you specify otherwise.

Choose your filenames and their extensions (if appropriate) carefully so that it is easy to remember the contents of the file at a later date. It is usually better to restrict the characters to letters and numbers.

DIRECTORY STRUCTURES

To keep your disk well ordered, the Disk Operating System DOS allows you to create a **directory structure** to subdivide the storage space on a disk.

The highest directory is the **root** directory. All the **directories** you create are stored "off the root". Each **directory** can be further subdivided into **subdirectories.**



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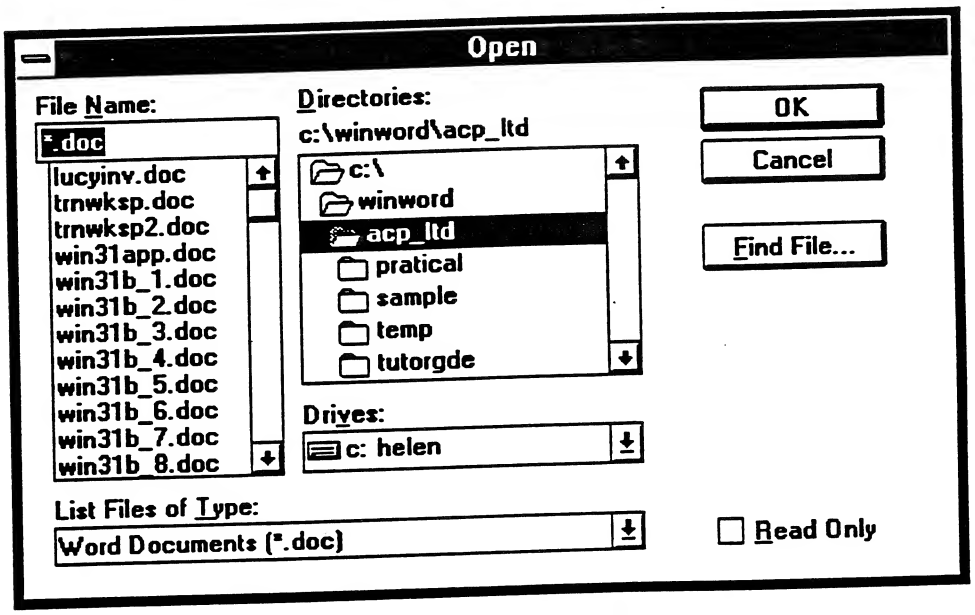
DIRECTORY STRUCTURES (contd)

Directories are used like the drawers in a filing cabinet to store related files in one area for easy finding and retrieval. Subdirectories are used like the dividers in a filing cabinet drawer.

The directory which contains the files that you are working on is referred to as the **current directory.**

When telling Word for Windows where to find or where to save a document file, you need to select the required directory or subdirectory if it differs from the current one. In Word for Windows, this is achieved by double clicking on the directory name in the Directories box of the Open dialog box, displayed by choosing File, Open or clicking the File Open tool in the Toolbar.



PATHNAMES

If a file is not stored in the current directory, you need to tell Word for Windows where to look for it. This instruction is called the **pathname** for the file as it is the path DOS has to follow to find the file you want. It is possible to have different files with the same name if they are stored in different directories, because they will have different pathnames.

Suppose that you want to tell someone where to find a particular document in a filing cabinet. You might tell them the it is "in the secretary's office, in the second filing cabinet, in the drawer marked 'Training Courses', in the file marked 'Active Computer Training Ltd' ". You have given them a "pathname" which leads to the document concerned.

The pathname of the current directory in Word for Windows is shown above the Directories box in the Open dialog box.

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PATHNAMES (contd)

An example of a DOS pathname is

C:\WINWORD\WORK\MEMOS\SUPPLIER.DOC

This tells DOS that the file SUPPLIER.DOC (a database of suppliers) can be found by looking on drive C: (the root directory - in this instance, the hard disk drive) for a directory called WINWORD (used to store Word for Windows files of course). The directory WINWORD has a subdirectory called WORK (where all work document are stored) and within this subdirectory is a further subdirectory MEMOS where the memo files are kept.

Note the various parts of the pathname:

C:	is the name of the disk drive.
\	stands for the root directory of the disk (the directory which contains all the others).
WINWORD	is the directory name. Like DOS filenames, it has a maximum of eight characters.
WORK	is the name of the subdirectory within the directory WINWORD. It is separated from the name of the directory by a backslash, \
MEMOS	Similarly, the name of this subdirectory is separated from that of the enclosing directory by a backslash.
SUPPLIER.DOC	is the filename, and is also preceded by a backslash.

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BOOK 2

WORD for WINDOWS v2

INTRODUCTORY

DEPARTMENT OF BUSINESS INFORMATION MANAGEMENT

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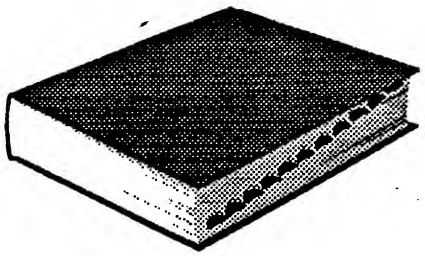

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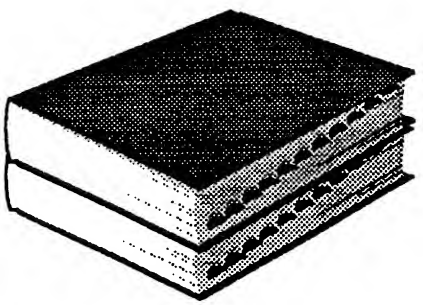

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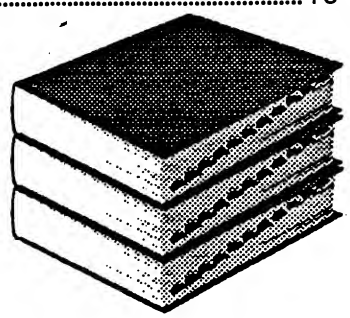

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INTRODUCTION

About The Practical Exercises

- Each exercise is designed to give you "hands on" practice of the keystrokes and commands learnt in the course.
- The exercises give clear, precise, step by step instructions so you can learn as you follow them through to completion. When you feel confident that you have mastered the techniques practised in the exercises, work your way through the Projects at the end of the Exercise Manual to give yourself some extra practice.
- The exercises closely follow the same order as the Training Manual so that you can work your way through both manuals simultaneously.
- Although each chapter sets out to allow practice of a particular topic or related topics, other skills covered in previous sections will be incorporated to allow further practice and to build on skills already acquired. It is therefore recommended that you work through each exercise in turn.
- Each main chapter in the Exercise Manual is broken down into several subsections, each with its own objective. Each subsection introduces a single new technique, so you can "dip into" those parts of the exercise that you feel you need more practice on. To help you even further, most exercises contain an "interim file" in which the exercise up to that point have been completed for you.
- At the end of the Exercise Manual you will find a series of projects which allow you to put your new skills to the test in a different way. Read the instructions contained in the project carefully and make sure you understand them before working through the project.
- Should you get stuck, refer to your Training Manual, or ask your tutor!

The Exercise Manual provides a cross reference to the Training Manual for easy reference

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EXERCISE INSTRUCTIONS

The exercises are set out in a standard way and will typically contain the following:

- Each chapter will start with a general scenario to help you identify with the overall task to be completed.
- Chapters are then broken down into various topics, each of which demonstrates a new technique.
- Each topic commences with a learning objective for the task.
- Each topic contains instructions which you should follow step by step to achieve the learning objective.

  If the technique is new, then these instructions will be detailed:

  For Example:

  "Choose **File, Open.** In the **File Name** box, double click on the TEST.DOC document name to display it on screen."

  If the technique has already been introduced in a previous exercise, the Exercise Manual assumes that you are familiar with the technique, and the instructions will therefore be more brief:

  For Example:

  "Open the TEST.DOC document."

- If you are unfamiliar with the tasks you are asked to perform, look at the appropriate section in the Training Manual. A cross-referenced page number is provided for this purpose.
- Each chapter is completed with a list of the commands and techniques practised. This way you can "check off" what you have learnt, or refer back to the appropriate section in the Training Manual for further information.
- The exercises assume the use of the mouse except where particular functions are best carried out, or can only be carried out, with the use of the keyboard.

Make sure you exercise regularly to really get into shape with Word for Windows!

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TERMS USED IN THIS MANUAL

Desktop and Windows:

The background of the computer screen, on which everything else appears, is referred to as the **desktop**. The desktop displays all the work applications in rectangular areas called **windows**. Documents and applications are worked with in these windows.

The term "window" in this manual may refer to either a document window (i.e. a window in which the Word for Windows document is displayed) or the application window (i.e. the window in which Word for Windows runs).

When referring to Microsoft Windows, the name is written with the first letter in capitals to differentiate between "windows" meaning the rectangular areas displayed on screen and "Windows" meaning the Microsoft Windows program.

Keynames:

These appear in capital letters in a box e.g. [ENTER]. On your keyboard, these keys may appear in abbreviated form, e.g. **Esc** for [ESCAPE].

Key Combinations And Sequences:

A plus sign (+) used between two keynames indicates tnat those keys must be pressed at the same time. For example, [CONTROL]+[PAGEUP] means that you should hold down the [CONTROL] key while you briefly press and release the [PAGEUP] key.

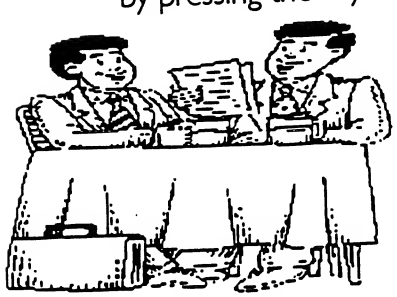
Direction Keys:

These keys are used for moving the insertion point around the document and are shown in the manual as follows:

[↑] (UP), [↓] (DOWN), [←] (LEFT), [→] (RIGHT)

Buttons and Menu Commands:

Buttons, boxes and menu commands often have a letter underlined in their names. e.g. **File** or **Yes**. You can select the option either by clicking on it or by pressing the key corresponding to the underlined letter. In this manual, the names are printed in a special typeface with the relevant letter underlined. Where a menu command is followed by one or more secondary menu commands, they are separated by a comma e.g. **File, Open** or **File, Close**.



Word for Windows provides a number of "appetising" menus for your delectation!

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WINDOW AND MOUSE TECHNIQUES

Before you can really get to grips with Word for Windows, you will need to know how to use standard Windows techniques for manipulating windows on screen and for choosing commands from menus and dialog boxes. This chapter introduces the screen components of Word for Windows and will give you practice on using both the mouse and the keyboard to perform basic Windows commands.

STARTING WORD FOR WINDOWS

Objective: Load the Word Program Prior to Starting Work

See Introduction to Word Page 2

1. Before you can start using Word for Windows, you need to start the program. The following instructions assume that Windows is already started and the Program Manager is displayed on screen. If this is not the case, then ask your tutor for instructions on starting Windows on your PC

   Spend a moment looking at the Windows Program Manager on screen. Can you see the icon (small picture) that will load Word for Windows? It should look like the one below:

   Microsoft Word

   When you find the icon, double click on it to load Word for Windows

CHOOSING MENUS

Objective: Practice Displaying and Choosing Options from Menus

See Introduction to Word Page 4

1. Now you are in Word, practice displaying menus from the **menu bar** at the top of the screen:

   Press ALT+F to drop down the File menu

   Press → or → repeatedly to scroll through the menus on the menu bar. When you have finished looking at the menus, press ESCAPE to close up the menu and if necessary, press ESCAPE again to leave the menu bar. You will know that you have left the menu bar when the **insertion point** in the document starts flashing again

You may wish to spend a moment studying the screen until you are familiar with the different parts as described on page 5 of the Training Manual

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CHOOSING MENUS (contd)

See Introduction to Word Page 4

2. Now try the same exercise again, this time using the mouse to see which method you prefer. For instructions on using the mouse effectively, refer to the Introduction chapter of the Training Manual

   Click on the **File** menu to drop down the menu

   Click on each of the other menus in the menu bar in turn to look through them

   When you have finished looking at the menu bar, click away from the menu. Be careful not to click on the scroll bars or tool bar as this will perform another action!

3. Now you know how to select the menu, you can practice selecting options from the menus:

   Drop down the **Help** menu. What do you notice is different about the last option in the drop down menu?

   Click on **About...** What appears on screen? Putting two and two together, you can see how choosing a menu option that is followed by an ellipses (...) will display a further dialog box

   Choose OK to close the About message

4. Drop down each of the menus on the menu bar again. How many options will display a dialog box when you choose them?

5. Now display the **View** menu and this time, use the keyboard to select an option as follows:

   Press the ↓ key until the highlight is on the **Page Layout** command
   Press ENTER to select the command

6. Drop down the **View** menu again. Can you see the bullet (•) next to the **Page Layout** command that indicates it is now selected?

   Select the **Normal** command from the **View** menu. If you look at the **View** menu yet again, you will see that the **Normal** option now has the bullet and the **Page Layout** command doesn't as the options in the top section of the **View** menu are mutually exclusive

7. Drop down the **View** menu again and study the third section (**Toolbar, Ribbon** and **Ruler**). Do any of these have ticks next to them?

   Select each of these three commands in turn. What do you notice about the screen after selecting the command? What do you notice about the option in the **View** menu once it has been selected?

8. Finish by ensuring that all three options (**Toolbar, Ribbon** and **Ruler**) have a tick next to them (i.e. are selected)

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DIALOG BOXES

Objective: Practice Selecting Options from Dialog Boxes

See Introduction to Word Page 5

1. You saw in the first part of the chapter how dialog boxes are displayed when you choose a menu option with an ellipses next to it. In this next part of the exercise, you will practice moving through the elements of the dialog box

2. Choose the **View, Header/Footer...** command to display the dialog box. Don't worry if you don't understand the options available in the dialog box at this point in time: the purpose of the exercise is to allow you to practice selecting elements!

3. The dialog box has a **command button** called **Page Numbers...** followed by ellipses. What do you think will happen when you click on this? Try it and see!

4. You are taken into another dialog box. Press TAB to move through the elements of the dialog box and note how Word for Windows indicates the selected option. Can you name the elements of the dialog box as you move through them?

5. Continue pressing TAB until the **Number Format text box** is selected. Note how when you move into a text box using TAB, the contents are automatically selected for you

   Press ↓ and see how the text box extends to display further options. This particular type of text box is called a **drop down text box** and can be recognised by the arrow next to it

6. Another way of moving to dialog box elements is to use the ALT key. Press ALT+**s** to choose the **Start At** option button. Note how as soon as you select an option button in the group, the button that was originally selected (in this case the **Continue from Previous Section** button) is *de* selected

7. Now press SHIFT+TAB to move backwards until the **Cancel** command button is selected, then press ENTER to return to the Header/Footer dialog box

8. Now try choosing the check boxes at the bottom of the dialog box either by clicking on them with the mouse, or by pressing ALT+the underlined letter. You should find that unlike option buttons, you can have as many different check boxes selected as you need

   Finally, choose the **Cancel** button to close the dialog box

Dialog boxes are used for when Word for Windows requires more information on a command you have used

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WORKING WITH WINDOWS

Objective: Practice Maximising, Minimising, Sizing and Moving Windows

See Introduction to Word Page 6

1. This next part of the chapter will allow you to practice manipulating windows - skills that you will find yourself using time and time again. Before commencing with this part of the exercise, make sure that you are familiar with the names of the parts of the screen as described on page 5 of the Training Manual

   Press [ALT]+[SPACEBAR] to drop down the **application control menu** and press **X** to choose the **Maximise** option

2. You should notice that the document has not changed size at all. This is because the *application window* was maximised, instead of the *document window*

   Press [ALT]+- (hyphen) to drop down the **document control menu** and press **X** to choose **Maximise**. What do you notice about the application window title bar?

3. Now restore the document window to it's original size by pressing [ALT]+- (Hyphen) and choosing **Restore**

   On your own, try restoring the application window using the correct keystroke to display the application control menu then choosing the relevant menu option

4. Press [ALT]+[SPACEBAR] once again and this time, choose **Minimise** to shrink the application window to an icon - you should see it displayed as a small picture at the bottom of the desktop (screen)

5. Double click on the icon to display it once again as a window

6. Now repeat the entire exercise but this time, use the mouse:

   Click on the upper maximise button to maximise the application window

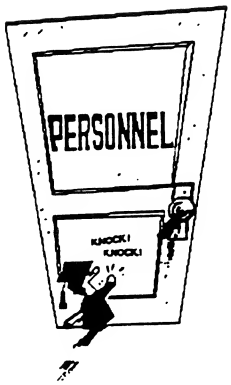
   Click on the maximise button for the document window

   Click on the *lower* of the two restore buttons to restore the document window only

   Now restore the application window

   Click on the minimise button (there is only one!)

   Double-click on the icon to restore the application window



Minimising cuts things down to size.....!

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See Introduction to Word Page 6

7. Sometimes, you will wish to move windows around the screen, perhaps to display other parts of the desktop that are hidden. In the first part of this exercise, you will practice moving the application window around the screen using the keyboard, so before you do so, make sure that the window is *not* maximised or else you will have nowhere to move it to!

   Drop down the application window's control menu (ALT+SPACEBAR) and choose **Move**
   Use the direction keys to move the shadow border around the screen. When you are finished, press ENTER to move the window

8. Now try moving the window using the mouse:

   Click on the title bar of the application window and drag it to the position you want. Release the mouse button to move the window

   Which method do you find easier?

9. Now try changing the size of the document window so that it is about half the size of the application window:

   Press ALT+- (Hyphen) and choose **Size**
   Press → to lock on to the right border, then ← repeatedly to drag the shadow border halfway across the width of the application window. Press ENTER when the border is in the required location

10. Now use the same technique to move the window border back to it's original position

11. You are now ready to repeat the exercise, this time using the mouse:

    Point to the right border of the document window until the mouse changes to a double-headed arrow
    Drag the shadow border to it's new position and release

12. Use either method to move the border again so that the document window is back to it's original position

    Finally, maximise both the application and document windows ready for the next part of the exercise

Be careful that you don't accidentally click in the scroll bars when moving borders or you may get some unforeseen results!

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CREATING A DOCUMENT

In this next exercise, you are going to create a simple memo document from a new, blank document (Document2). You will also be taken through the steps for simple editing techniques, and finally, will save the document for future use.

CREATING A NEW DOCUMENT

Objective: Create a Memo Document From Scratch

See Creating a Document Page 1

1. Click on the New button on the Toolbar to open a new document. (You could also use the menu, but this requires an extra step!) Take a look at the title bar of the new document - what is its name?

2. Type the following text as it appears below. *Do not* press ENTER to start a new line, but watch how Word for Windows automatically "wraps" text down on to the next line when it has filled the current line. If you make a typing mistake, press BACKSPACE to delete the mistake and continue typing:

```
A forum is soon to be held to discuss the
10th Anniversary plans for the Segontium
Exhibition Centre.  The Centre's research
team will attend, and local dignitaries and
educational authorities will also be invited.
```

3. Start a new paragraph by pressing ENTER twice and complete the memo as follows:

```
Top item on the agenda is the Schools
Competition, which we hope will increase
interest in the historical, geological and
commercial aspects of the locale.
```

4. Press ENTER twice to insert a new, blank paragraph

5. As with all good documents, this one really needs to be dated. Rather than typing the date at the end of the document, you can use a menu command to do it for you:

   Choose Insert, Date and Time
   Click on the second of the Available Formats
   Choose OK to insert today's date at the position of the insertion point

You will soon find yourself wondering how on earth you used to cope with the old typewriter!

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INSERT AND TYPEOVER

Objective: Practice Inserting Text and Replacing Text by Typing Over It

See Creating a Document Pages 2-3

1. Say you want to change the phrase "Top item on the agenda" to "One of the key items to discuss".

   Press ↑ until the insertion point is in the first line of the second paragraph, then if necessary, press HOME to move to the beginning of the line

   Press INSERT to turn *on* Typeover mode - note the OVR indicator in the status bar

   Type the following text, and watch how each keystroke over types the existing character:
   `One of the key items to`

2. Since you don't want to type over the remaining text, turn *off* Typeover mode by pressing INSERT again

   Finish changing the text by typing the word `discuss` preceded and followed by a space

3. Now to insert some text at the beginning of the memo:
   Press CONTROL+HOME to move to the beginning of the document

   Type the following text. Do *not* press ENTER after typing or else you will insert a blank line
   `As you know` SPACEBAR

4. To change the "A" of "A forum" into lower case, make sure you are in Typeover mode and type `a`

   Turn off Typeover mode

5. Now press CONTROL+→ to position the insertion point just before the word "plans" (if you accidentally move past the word, use CONTROL +← to move back again)

   Insert the word `celebration` followed by a space

The Segontium Exhibition Centre is planning their 10th anniversary celebrations, and guess who's going to be preparing the necessary documentation?

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SAVING YOUR WORK

Objective: Save the Memo Document as a File Called FORUM.DOC

See Creating a Document Pages 3-4

1. Now the document is ready, you can save it:

   Choose File, Save As

   Type the filename - `Forum`

   Check that the path below the Directories word (above the box), refers to the EXERCISE directory. If it does not, double click on the exercise directory name to change to the EXERCISE directory

   Press ENTER or choose OK to save the document. (If a Summary Info dialog box appears, just press ESCAPE to cancel it). If you look at the title bar, you will see that the document has been saved as FORUM.DOC since Word for Windows always adds the .DOC extension if you do not specify otherwise

2. You need to make one more change to the document:
   Press CONTROL+END to move to the end of the document, then CONTROL+← repeatedly until the insertion point is positioned immediately before the word "locale"

   Using Typeover mode, replace the word "locale" with `local district.` - not forgetting the full stop!

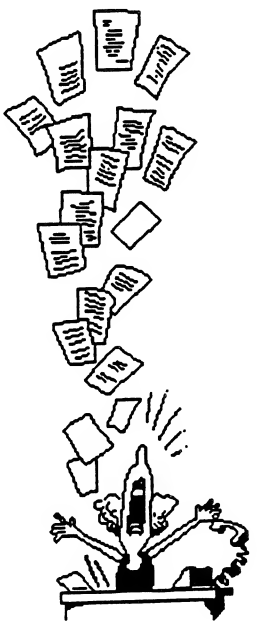
3. Now to save the revised version. This time, as the memo has already been saved and given a name, choose File, Save

4. Now you have completed the memo, you can close it

   Choose File, Close

You have now created your very first document in Word for Windows and should be feeling pretty please with yourself! To re-cap, the new skills learnt in this chapter were:

Creating a new document
Entering text and correcting simple mistakes
Entering an automatic date
Moving around the document
Inserting text and using Typeover mode
Saving a new document
Saving changes to an existing document



Always save your work regularly. There is nothing worse than losing all that hard work!

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OPENING AND EDITING A DOCUMENT

In the following exercise, you will be working on a document called "SCHOOL.LET" - a letter inviting local headmasters and educational authorities to attend the Exhibition Centre Forum.

OPENING A DOCUMENT

Objective: Open an Existing File

See Opening and Editing a Document Page 1

1. Choose File, Open to display the Open dialog box

   Check that the path below the Directories word (above the box), refers to the EXERCISE directory. If it does not, double click on the 🗀 exercise directory name to change to the EXERCISE directory and display all files in that directory

2. Since the document "SCHOOL.LET" does not have the standard extension (.DOC), it is not actually listed in the File Name box:

   If necessary, press ALT+N to move to the File Name text box, selecting all existing text in the box as you do so
   Type * . * (asterisk full-stop asterisk) to indicate that you want to display all filenames, not just those with a .DOC extension

   Press ENTER to list all files regardless of extension

3. Press ↓ until the "SCHOOL.LET" file is highlighted then press ENTER to open the file

Look at all these files I've got!

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DELETING TEXT

Objective: Practice Different Methods of Deleting Text

See Opening and Editing a Document Page 2

and

Creating a Document Page 2

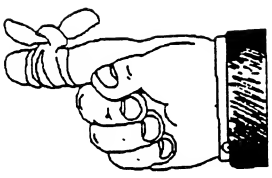
1. When you were typing the memo in the previous exercise, you used the BACKSPACE key to delete typing mistakes. You will see that the SCHOOL.LET document contains quite a few typing mistakes which must be deleted (to help you find the mistakes, they are highlighted in red) and using BACKSPACE could take you a long time to make all the corrections!

   Press ↓ twice, then → once to move to the "a" of "Saint"
   Press the DELETE key 3 times to delete the "ain" and leave "St"
   How does the DELETE key delete text differently from the BACKSPACE key that you used in the last chapter?

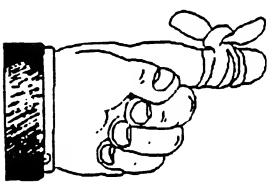
2. Press ↓ until the cursor is on the last line of the address, then END to move to the end of the line
   Press BACKSPACE three times to delete the "xxx"

3. Use either the DELETE or BACKSPACE keys to delete the following mistakes including any trailing spaces. Remember that the DELETE key deletes from the insertion point *forwards* and the BACKSPACE deletes from the insertion point *backwards*. Try to put into practice as many of the keys for moving around the document as you can, rather than just using the standard direction keys to position the insertion point

Position	*Text to Delete*
First paragraph	much
Second paragraph	also
Third paragraph	the (delete one of the repeated words)
Third paragraph	aims to
End of third paragraph	The **s** at the end of "evenings"



BACKSPACE *removes text to the left of the insertion point ....*



... and DELETE *removes text to the right*

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SELECTING TEXT FOR AMENDMENT

Objective: Practice Selecting Text, Cancelling Selections and Deleting Selected Text

See Opening and Editing a Document Page 3

1. In Word for Windows, many of the techniques you perform on text requires that the text be selected first. Before going on to look at some of the things you can do with selected text, practice making and clearing selections as follows:

   Point anywhere in the document with the mouse and click *and hold down* the mouse button
   Keeping the mouse button held down, move the mouse pointer around the screen: note how the selection highlight is "dragged" around whilst still remaining anchored where you first clicked

   Release the mouse button: how is the selected text displayed?
   Click anywhere in the document to remove the selection

2. Point with the mouse pointer to any word in the document and double click. Note how the entire word (including the space after it) is selected
   Remove the selection by clicking anywhere in the document

3. Repeat point number 2, but this time hold down the mouse button on the second click. Drag the mouse around the text and note how the highlight extends over subsequent or previous words
   Remove the selection by clicking anywhere in the text

4. Move the mouse pointer to the white space at the left of any line (the **selection bar**). The mouse pointer should change to a white, single headed arrow, pointing North East
   Click once to select a single line

   Repeat point 4, but this time double click to select the entire paragraph

5. Now point in the **selection bar**, hold down the CONTROL key and click once with the mouse button to select the entire document
   Remove the selection by clicking anywhere in the document

6. Press the F8 key - you should see the EXT indicator appear in the status line since the F8 key is the extend key. Watch what happens to the selection as you repeatedly press F8. When you have pressed F8 5 times nothing else will happen, so press ESCAPE to remove the EXT indicator, then any direction key to remove the selection

delete, enhance or otherwise change text until you select it first!

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SELECTING TEXT FOR AMENDMENT (contd)

See Opening and Editing a Document Page 3

7. You saw earlier how to delete characters using the DELETE and BACKSPACE key. You can also delete larger blocks of text by selecting it first. Select the following text using any of the techniques just practised, then press the DELETE key to delete the selection

Select	*Then...*
"find the time out of your busy schedule to"	Press DELETE
The paragraph starting "One of the key items....." including the blank paragraph following it	Press DELETE
The last line "Segontium Exhibition Centre"	Press DELETE

UNDOING DELETIONS

Objective: Undo the Last Deletion

See Opening and Editing a Document Page 3

1. Say that you suddenly decide that you do not wish to remove the last line of the document - "Segontium Exhibition Centre". Luckily, Word for Windows provides a method for undoing the last command:

   Choose Edit, Undo Edit Clear to undo the deletion

REPLACING TEXT

Objective: Change Text by Replacing Selected Text with New Text

See Opening and Editing a Document Page 4

1. Before continuing with the exercise, choose Tools, Options and click on the General icon in the Category list box. If an "X" appears in the Typing Replaces Selection check box, you do not need to change anything, so just choose the Cancel button. If the check box is *not* selected, select it, then choose OK to exit the dialog box

2. Select the entire first paragraph starting "We hope that you ..." *using the mouse* and make sure that Typeover is turned *off*
   Type the following text:

   `We hope you will be able to attend`

   Note that as soon as you type the "W" of "We", the entire selection is replaced. If Typeover were *on* then any text typed beyond the "W" would have overwritten existing text or paragraph marks

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CUT, COPY AND PASTE

Objective: Practice Moving and Copying Text in the Document

See Opening and Editing a Document Page 4

1. You may have noticed that the paragraphs of this letter are all mixed up! To make the letter make sense, you need to move some paragraphs:

   Select the third paragraph "You are cordially....." by double clicking in the selection bar. *Include* the blank paragraph below the paragraph so that when you move the paragraph, the blank line will be moved with it and you will not be left with an extra blank line
   Choose **Edit, Cut**

2. Press CONTROL + ↑ until the insertion point is at the beginning of the first paragraph ("We hope you will ...") and choose **Edit, Paste**

3. Another way to move text is to drag it with the mouse. Before practising this technique, make sure that the feature is turned on:

   Choose **Tools, Options** and click on the **General** icon in the **Category** list box. If the **Drag-and-drop Text Editing** check box is already turned on, choose the **Cancel** button, otherwise turn on the check box and choose **OK**

4. Now select the third paragraph "An agenda of the evening..." again, remembering to include the blank paragraph mark below it

   Point to anywhere in the selection until the mouse pointer points North West then drag the shadowed insertion point to immediately before the first character of the previous paragraph ("We hope you will ..."). Release the mouse button to move the text

5. The reference line below the salutation still needs to be filled in. Rather than typing a reference, you can use the last line of the letter:

   Select the words "Segontium Exhibition Centre" at the end of the document (*do not* include the paragraph mark) and choose **Edit, Copy**

   Position the insertion point at the end of the line beginning "Ref:"
   Choose **Edit, Paste** to paste the copied text

6. As with moving, you can also drag text to copy it:

   Firstly, move to the end of the document (CONTROL + END) and press ENTER twice to insert a blank line

   Select the date from below the address at the top of the letter. It does not matter whether you include the paragraph mark or not

   Hold down the CONTROL key and point to the selection until the mouse points North West. Drag the date down as far as it will go: Word for Windows will scroll to the bottom of the document as you move the mouse past the bottom edge of the window

The text you "cut" out of the document is temporarily stored on the Clipboard until you paste it back into the document

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OPENING AND DISPLAYING MORE THAN ONE DOCUMENT

Objective: Open Another Document and Display More Than One Document on Screen

See Working with More Than One Document Page 1

1. Before continuing with this exercise, it would be a good idea to save the edited version of the SCHOOL.LET document under a different filename - LETTER.DOC. As you are saving it *as* a different file, use the **File, Save As** command as you learnt back in the first exercise

2. Remember the FORUM.DOC document you created back at the beginning of this tutorial? The text in that document could be used in the letter, so you will need to firstly display both documents on screen:

   With the LETTER.DOC file still on screen, **File, Open** the FORUM.DOC file. If you did not complete the first exercise, open the file FORUM1.DOC instead

3. Choose the **Window** menu

   Where do the document names appear?

   Which document is number 1 and which is number 2?

   Which document is the current ("active") document?

   Select LETTER.DOC from the bottom of the **Window** menu to switch to that document

4. Choose **Window, Arrange All** to display both documents on screen at the same time

5. It is easier to switch between documents when you can see them both. Click in each document in turn. Watch the Title Bar to see which document is the active document

   Now try pressing CONTROL + F6 to move between the documents with the keyboard - again, note how the Title Bar reflects the active document!

If you can do more than one thing at once, then so can Word!

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CUT, COPY AND PASTE BETWEEN DOCUMENTS

Objective: Exchange Text Between Different Documents Using the Cut, Copy and Paste Commands

See Working with More Than One Document Page 2

1. Now you know how to move between the active documents, you are ready to copy the text from the FORUM.DOC document to the LETTER.DOC document:

   Make sure that FORUM.DOC is the active document and select the entire document *excluding the date* at the end
   Choose **Edit, Copy** to copy the selected text

2. Activate LETTER.DOC then move the insertion point to the beginning of the first paragraph of the letter

   Paste the copied text in to LETTER.DOC. If necessary, use the ENTER key to insert a blank paragraph between the pasted text and the following paragraph

3. With the LETTER.DOC still the active document, **File, Save** it. Use the **File, Close** command to close the LETTER.DOC file only

4. The FORUM.DOC file is meant to be a memo, but lacks the standard memo headings. Rather than typing them in, you can copy them from an existing document:

   File, Open MEMO.DOC from the EXERCISE directory and select the top of the memo up to the memo text itself. Don't forget to include the blank lines between the line beginning "Date:" and the memo text

   Copy and **Paste** the selected text to the top of the FORUM.DOC document using exactly the same technique as you did to copy the text from the FORUM.DOC document to the LETTER.DOC document

5. Now the memo is complete, **File, Save** the FORUM.DOC document, using the existing name, then **File, Close** the document

6. **File, Close** MEMO.DOC

You have now completed the exercise on opening and editing documents and should by now feel comfortable with all the following:

Opening one or more existing documents
Deleting text and undoing deletions
Selecting text for amendment
Replacing selected text, copying it and moving it
Moving between open documents and copying and moving text between them

Sharing information is easy in Word!

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PRINTING

Now you have created two documents, (FORUM.DOC and LETTER.DOC) you are ready to print them. Make sure your printer is turned on and has paper in it before continuing with this exercise.

PREVIEWING THE DOCUMENT

Objective: Preview the Document Before Printing

See Printing Page 1

1. File, Open the LETTER.DOC document from the EXERCISE directory
2. Before printing, it would be a good idea to check the document layout:

   Choose File, Print Preview to preview the document as it stands
3. Although this is only a one page document click on the Two Pages button to view two consecutive pages

   Use the same technique to choose the One Page button to return to viewing a single page
4. Say you needed to check that the date is correct; if you can read it in Print Preview, then you have better eyesight than most!
   Double click on the page area to return to the document, but this time in Page Layout view
5. Move through the document using the PAGEUP and PAGEDOWN keys.

   Note how you can now see the top and bottom edge of the "page" on screen - welcome to Page Layout view!
6. You can also zoom into areas of the document. Zooming looks like print preview, but allows you to edit as well as view the document:

   Choose View, Zoom, and zoom the page to 200%

   Choose View, Zoom and zoom the page to 75% - you should see the entire page width on screen

   Now Zoom to 50% - what does this screen remind you of?

   Zoom the window so the Page Width fits on screen

   Finally, Zoom the window back to normal 100%
7. Choose View, Normal to return to normal view

Preview the document before printing to save both time and paper!

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PRINTING THE DOCUMENT

Objective: Print the Document Both in Full and in Part

See Printing Pages 2 and 4

1. Now you have previewed the document, you are ready to print. Choose **File, Print**. Check that the **Print** box reads **Document**, and the **Copies** are set to 1, then press ENTER to print the document

2. There is another document that needs to be printed - the document that comprises the entry details for the Segontium Schools Competition. **File, Close** LETTER.DOC and **File, Open** ENTRIES.DOC

3. Before printing, preview the document to see how it will look when printed. When you have finished previewing, return to normal view

4. Say you need to print out one copy of the rules of the competition only which are stored on page 1:

   Move the insertion point to the beginning of the document (page 1)
   Choose **File, Print**
   Choose the **Current Page** option button to print the page on which the insertion point is located (in this instance, page 1)
   Press ENTER to print the current page only

5. The document needs a minor change made. Move to the paragraph beginning ("Group 1 - 18-25 ...") and select the text "18-25 Year Olds

   Replace the text with the new text `Mature Students`

6. Rather than re-printing the entire document, you can print only the page on which changes have been made - page 2:

   Choose **File, Print** and move to the **From** box
   Type **2** for page 2 and TAB to the **To** box
   Type a **2** again to indicate that this is the last page to be printed
   Press ENTER or choose **OK** to print page 2 only

7. Say you want to print 2 copies of the list of the four main age groups indicated on page 1. You are not restricted to printing the entire page - you can just print the age groups:

   Select the age groups, starting from the very first paragraph of the document ("Segontium Schools Competition") and finishing at the end of the "Group 4 ..." paragraph

   Display the Print dialog box
   Choose **Selection** from the Print dialog box
   In the **Copies** text box type **2** and choose **OK** to print 2 copies of the age groupings only (the selected text)

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PRINTING LANDSCAPE

Objective: Print the Document Landscape

See Printing Page 3

1. At present, the document is printed *portrait*, with the long edge of the paper vertical. If your printer supports landscape printing, you can also print documents with the long edge of the paper horizontal. Try it using the ENTRIES document that you have already printed:

   Choose **Format, Page Setup** and from the top of the dialog box, select **Size And Orientation**

   In the **Orientation** option group, choose the **Landscape** option
   Press [ENTER] or choose **OK** to return to the document

2. To see the effect of the changes more easily, choose **File, Print Preview**. When you have finished, return to the document

3. Say you want to print the first page only in landscape with the rest of the document in portrait. Not a problem in Word for Windows!

   Firstly, change the **Page Setup** for the entire document back to **Portrait** using the same technique as before

   Now select the entire first page
   Choose **Format, Page Setup, Size And Orientation**

   Choose the **Landscape** option and drop down the **Apply To** list box.
   Choose **Selected Text** and press [ENTER] to return to the document.

   Note how Word for Windows automatically places a **section break** after the selected text

4. Finally, preview the document to see how it looks. When you have finished previewing, return to the document and close it. Do not save any changes

That now concludes the exercise on printing. In this exercise you learnt how to:

Preview a document using Print Preview
View a document in Page Layout view, and at various different zoomed views
Print an entire document
Print specified pages or selections of a document
Print more than one copy of a document, page(s) or selection
Print the entire document, or part of the document in landscape

If you feel confident that you have mastered these techniques, then read on!

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ENHANCING TEXT

Having printed the ENTRIES.DOC document, you decide that it could do with a bit of enhancement to make the headings stand out more, and also to make it easier to read. in this section, you will experiment with different text enhancements, fonts and sizes and also learn how to position text on the page.

ENHANCING TEXT

Objective: Enhance Text Using Bold, Underline, Italics etc.

See Enhancing Text Page 1

1. Make sure the ENTRIES.DOC file is retrieved and active and spend a moment familiarising yourself with its layout and content

   Select the first age group heading - "Group 1 - Mature Students"
   Hit CONTROL+**B** to embolden the heading

   With the text still selected, press CONTROL+**U** to underline the heading

2. Select each of the remaining age group headings in turn (there are 3 more) and apply the same enhancements as before

3. You can also apply formats before typing new text. Put this into practice by adding a heading to the document:

   Move to the top of the document with CONTROL+HOME
   Press CONTROL+**B**, CONTROL+**A** then CONTROL+**I** to add the bold, All Caps and Italic enhancements

   Type the heading `Segontium Schools Competition`

4. Press CONTROL+**A** to remove the All caps enhancement and hit ENTER to start a new line, ready to type a secondary heading:
   Type the heading `10th Anniversary Celebrations.`

5. Practice applying enhancements to the subheadings below the age group headings throughout the document (i.e. "Ancient Place Names", "The House of Ambrosius", "The Prophet of the Kings" etc.)

6. As text enhancement keys are "toggle" keys, you can use them to remove enhancments as well as apply them.
   Test this out by removing the following enhancements from the first paragraph, but remember to select the text first!!

Remove This	From This Text	By Pressing This!
Small Caps	"The Segontium Schools Competition"	CONTROL+**K**
Bold	"any person of any age	CONTROL+**B**
Underline	"full time education"	CONTROL+**U**

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ENHANCING TEXT (contd)

See Enhancing Text Page 1

7. The date "JUNE 23RD, 1993" mid way through the first page has three different enhancements applied - bold, small caps and underline. Practice removing all enhancements from the text at once:

   Select the date and hit CONTROL+SPACEBAR

8. Now select the list of age group headings, again on the first page, and use the same technique to remove *all* enhancements

CHANGING FONTS AND SIZES

Objective: Change Fonts and Font Sizes Using the Ribbon

INTERIM

1. If you did not complete the first part of the exercise, then File, Open the ENTRIES2.DOC document from the EXERCISE in which the exercise up to this point has been completed for you

See Enhancing Text Pages 2-3

2. For the next part of the exercise, you will need to use the Ribbon. Choose View, Ribbon to display the Ribbon. If there is a bullet already next to the menu command, leave it as it is

3. Select the two lines of the main heading at the top of the document ready to enlarge them:

   Move the mouse pointer to the downward arrow next to the **Point Size Box** on the Ribbon and click with the left mouse button to display a list of available point sizes for the text
   Select a larger point size (e.g. 24 point) by clicking on it

4. Select each age group heading in turn, and use the same technique to change the point size to 12 or thereabouts

5. Now select both lines of the heading at the top of the document once again, ready to change the font:

   Drop down the **Font Box** on the Ribbon to display a list of available fonts. These will depend on your printer

   Choose a fancy font such as Monotype Corsiva or a script font

6. Select the first age group heading and practice changing case:

   Press SHIFT+F3 How does Word display the characters?

   Press SHIFT+F3 again. How are the characters displayed now?

   Press SHIFT+F3 a third time. What does your text look like now?

7. Repeat for the remaining 3 age group headings

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THE FORMAT CHARACTER COMMAND

Objective: Change Text Attributes Using Format, Character

See Enhancing Text Page 4

1. There are some enhancements that cannot be applied using the quick keys or the Ribbon. Experiment with some of these as follows:

   Say you are not sure whether the Edwin Muir poem below the age group heading "Group 3 - 13-16 Year Olds" is correct. To remind yourself that the poem needs checking, you can format it in a different colour:

   Move to the poem and select it
   Choose **Format, Character**, and drop down the **Color** box
   Choose any colour and press [ENTER] or choose **OK**

2. Headings can often be made to stand out more by increasing the space between characters. Select the 2nd line of the main heading at the top of the document

   A quick way of displaying the Character dialog box is to double click in a clear space between buttons on the Ribbon - try this now

   Drop down the **Spacing** list box and choose **Expanded**

   Press [ENTER] or choose **OK** to change the heading to expanded text

POSITIONING TEXT

Objective: Change the Alignment of Text in the Document

See Enhancing Text Page 4

1. The document is nearly complete, but still needs some alignment changes:

   Select the two lines of the heading at the top of the document and click on the Centre button on the Ribbon

2. Select the remainder of the document and justify it using the appropriate button on the Ribbon

3. Right align all four age group headings

4. Italicise and centre the place names in italics under the heading "Ancient Place Names", the inscription below the heading "The House of Ambrosius" and the Edwin Muir poem below the heading "The Crystal Cave". Finally, **File, Save** the document, then **Close** it

By the end of this exercise, you should feel comfortable with the techniques required to apply various enhancements such as bold, italic, underline, small capitals, alignment, colour and spacing to both new and existing text.

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TABS AND INDENTS

Your assistant has drafted out a list of prizes for the Segontium Schools Competition, but not knowing anything about tabs and indents has not set out the document properly. The task has therefore been given to you to set custom tab stops to sort out the document and to get it looking better!

SETTING CUSTOM TAB STOPS

Objective: Set Custom Tab Stops to Line Up a List of Text

See Tabs Page 1-2

1. File, Open PRIZES.DOC and spend a moment familiarising yourself with the document layout and content. Take especial note of the table that contains the list of prizes at the top of the document: how do you think the text has been shifted over?

   That's right! The text has been moved using the TAB key. If you cannot see the actual tab symbols (→), then choose Tools, Options and check the Tabs check box in the View Category

2. Since it is much easier to set custom tab stops using the Ruler, choose View, Ruler to display the Ruler if it is not already displayed

3. Select all paragraphs that make up the prize list, including the column headings ("Group, 1st Prize" etc.). You may find it easier to work with the document maximised so you can see the list in full

4. If necessary, click on the left tab icon to select it, then click on the Ruler at ¾": see how the selected text lines up to the tab stop!

5. With the left tab icon still selected, click on the ruler at 2", and 4.5"

MOVING CUSTOM TABS

Objective: Move the Tab Stops to Change the Columns of the Text

See Tabs Pages 1-2

1. Although the custom tab stops have now been set, they still need to be adjusted so that all text lines up properly:

   Make sure that the same paragraphs are still selected, then drag the custom tab marker at 2" to the right until all text lines up

2. The 3rd prizes are all wrapping on to the next line because there isn't enough room for them between the custom tab stop set at 4.5" and the right margin. Try moving the custom tab marker at 4.5" to the left until the text all fits on the same line

Moving tab stops "expands "the width of your tabbed columns!

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INSERTING LEADER CHARACTERS

Objective: Use Leader Characters to Draw Lines Between Tabbed Columns

See Tabs Pages 1 and 3

1. Move to a blank paragraph between the heading "Prize List" and the prize list table itself and type the text `Prize Draw`

   Click on the right tab icon on the Ribbon then click on the Ruler as close to the right indent symbol (the black triangle) as you can

   Press the TAB key and type `31st July, 1993` - you now have text that is both left and right aligned on the same line!

2. Make sure the insertion point is somewhere in the paragraph containing the text "Prize Draw 31st July, 1993"

   Choose **Format, Tabs**, and make sure the **Tab Stop Position** is selected for the right aligned tab that you just set

   Choose a leader character from the **Leader** box and press ENTER to add a line between the two phrases

CLEARING TAB STOPS

Objective: Clear Custom Tab Stops

See Tabs Page 3

1. The prize list table may look neater if the 3rd Prize column were right aligned with the date that you just typed:

   Make sure that the prize list table is selected, including the column headings and drag the last custom tab stop off the bottom of the Ruler

2. Now set a right aligned custom tab stop at the same position as the one you set for the date

3. Now try deleting the tab stop to which the "2nd Prize" column lines up and setting a new, centre tab stop

4. Move down the document until you can see the table for the people who donated prizes. Click in any paragraph in the table, and look at the Ruler. Which custom tab stops have been set?

   As it is really not necessary to have all these tab stops, they can all be cleared. As you need to clear the tab stops for all paragraphs, select all paragraphs first, starting with "Sir Harry Gyle" and finishing with "Mountain Bike"

   Choose **Format, Tabs** and click the **Clear All** button. Choose OK to return to the document and again, study the Ruler to see the effect

5. Finally, save the document to save the changes

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INDENTING PARAGRAPHS

Objective: Practice Indenting Paragraphs From Left and Right

INTERIM

1. If you did not complete the first part of this exercise, then open the PRIZES2.DOC document from the EXERCISE directory in which the exercise has been completed for you up to this point

See Indents Page 1

2. To complete the document, you need to add a few indents:

   Move the insertion point to somewhere in the paragraph beginning "The Segontium Exhibition Centre would like to thank....". Remember, to indent paragraphs you only need to position the insertion point, not select the paragraph

   Press CONTROL+N to indent the paragraph to the first tab stop

3. Now make sure the insertion point is somewhere in the paragraph beginning "The Segontium Exhibition Centre reserves the right... and this time, practice changing the indent using the mouse:

   Drag the left indent symbol to 0.5"
   Drag the right indent symbol to roughly half an inch in from the right to indent from both left and right

4. On second thoughts, perhaps the paragraph might look better indented from the left to 1":
   Press CONTROL+N to indent the left edge of the paragraph only to the next tab stop

5. Perhaps it was better at half an inch?
   Move the indent back again by pressing CONTROL+M

6. Practice changing the indents using either the mouse or the keyboard. What happens when you drag the top half of the left indent symbol on the Ruler only?

   Finish with both the paragraph starting "The Segontium Exhibition Centre would like to thank...." and the paragraph starting "The Segontium Exhibition Centre reserves the right...." indented from the left to 0.5", from the right at 0.5" and justified

Indenting pushes text in from the left and/or right margins to squash it up towards the middle of the document

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HANGING INDENTS

Objective: Create Hanging Indents for Numbered or Bulleted Points

See Indents Pages 1-2

1. You may have noticed that at the end of the document are the competition rules which may be easier to read if they were numbered:

   Move the insertion point to the start of the paragraph beginning "Entrants must be in full-time...." ready to make this paragraph a numbered point with a hanging indent

   Type **1.** and press the TAB key

   Press CONTROL+T to create a hanging indent

2. There is a quicker way of adding numbered points and creating the necessary hanging indents:

   Firstly, use the BACKSPACE key to delete the tab and the number you just inserted

   Now press CONTROL+G to remove the hanging indent

3. Select all paragraphs under the heading "Rules of the Competition" - these will become your numbered paragraphs:

   Choose **Tools, Bullets And Numbering** and make sure the **Numbered List** option is selected
   Spend a moment studying the **Number** option group so that you know how the numbered points will be entered
   Make sure that the **Hanging Indent** box is checked and the **By** measurement is set to 0.25"
   Finally, press ENTER or choose **OK** to return to the document

4. Perhaps a different numbering system might look better....
   Make sure the numbered paragraphs are still selected and choose **Tools, Bullets And Numbering**

   Click on the downward arrow next to the **Format** box and choose a number format that you like - note how the **Sample** box displays your choice. When you are happy with your choice, choose **OK**

5. Say you want to change the hanging indent to 0.5": you could do this from the **Bullets And Numbering** dialog box, but to get a little more practice with the mouse and Ruler, try using these instead:

   Make sure the numbered paragraphs are selected and hold down the SHIFT key. Click and drag the *lower half* of the left indent symbol only until it reaches 0.5" on the Ruler

Who mentioned bullet points?

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ADDING NUMBERED LISTS AND BULLET POINTS (contd)

See Indents Pages 1-2

6. As well as using numbers, you can also use bullet points which display a symbol rather than a number:

   Make sure the paragraphs comprising the rules at the end of the document are still selected

   Choose **Tools, Bullets And Numbering**

   Click on the **Bullets** option button, and choose a **Bullet Character** of your choice. Again, note how the **Sample** box displays a sample of the selected bullet

   When you are happy with the sample, choose **OK** to return to the dialog box

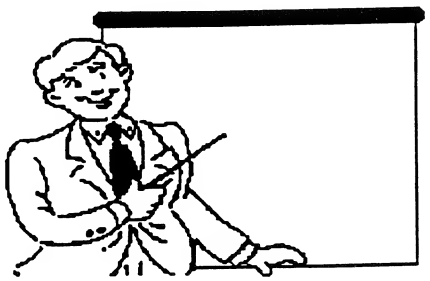
   Word will prompt you, DO YOU WANT TO REPLACE THE EXISTING NUMBERS WITH BULLETS?

   Click the **Yes** button to confirm the replacement

7. Finally, **File, Save** the document and close it

Congratulations! You have now completed the exercise on tabs and indents. In this exercise, you learnt how to:

Display tab markers in the document
Set different tab stop types using the Ruler
Move tab stops on the Ruler
Delete individual tab stops and all tab stops
Indent paragraphs from the left and right using both the mouse and keyboard
Create hanging indents
Create numbered and bullet points



Insert automatic numbers or bullets to indicate salient points in your documents

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DOCUMENT LAYOUT

You have now seen how to make a document look more readable and presentable using both text enhancements and paragraph enhancements (i.e. justification, tabs and indents). One last feature that you will need to get to grips with before your documents look wonderful is to control how the text is laid out on the page. In the following exercise, you will be editing and paginating a combined version of the ENTRIES.DOC and the PRIZES.DOC documents ready to send out to interested entrants!

CHANGING LINE SPACING

Objective: Change the Line Spacing

See Document Layout Page 1

1. Before starting to edit and paginate the combined documents, the first job is to combine them!

   File, Open the PRIZES document that you worked on in the last exercise, and the ENTRIES document that you worked on earlier on in this tutorial. If you did not complete either of these two exercises, use the PRIZES3.DOC and ENTRIES3.DOC files from the EXERCISE directory instead

2. Activate the PRIZES document if necessary, and copy all text in the document to the end of the ENTRIES document. Remember, there is a quick way to select all text in a document!

   Choose **File, Save As** and type `Entry-Dt` as the new file name for the combined document

3. Often, when you have a large document with a great deal of text, it makes it easier to read when there is more space between each line:

   Select the entire document ready to change the line spacing:

   Choose **Format, Paragraph**
   Drop down the **Line Spacing** list box and choose **1.5** to set a 1½ line spacing
   Choose **OK** and scroll through the document (or print preview it) to see the effect of your changes

4. Practice changing the line spacing for either the whole document, or for parts of the document (you will need to select the text first if only changing selected paragraphs)

   If you wish, you can quickly display the Paragraph dialog box using the Ruler **Hot Spot** by double clicking on the Ruler, above the Ruler line

   Finish with the entire document set to 1½ line spacing

Use line spacing to make your documents more readable

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CHANGING LINE SPACING (contd)

See Document Layout Page 1

5. As well as changing the number of spaces between lines in a paragraph, you can also add blank lines before or after paragraphs

   As this option is most useful for headings, you can practice this feature on the subheadings below the age group headings:

   Position the insertion point on the blank paragraph mark following the first subheading - "Ancient Place Names" and delete it as this will not be needed since the space will be added to the subheading paragraph itself

   Move back up to the subheading, and open the Paragraph dialog box, either from the menu or from the Hot Spot

   Move to the **After** text box and type **1** to add a single line after the paragraph
   Choose **OK** to return to the document

6. Repeat for all other subheadings. Remember to delete the blank paragraph marks after each subheading to make sure you do not end up with 2 lines after the subheadings

SETTING MARGINS

Objective: Change the Margins Around the Document

See Document Layout Page 3

1. At present, the left and right margins are both set to 1.25", but these need to be adjusted so that the left margin is set to 1.5" to allow for binding. There are two ways to adjust margins, but for now, use the mouse method as follows:

   Choose **File, Print Preview**
   Click on the **Margins** button to display the black **margin handles** at each of the four margins
   The margin handle for the left margin is at the very bottom left of the page. Drag this handle to the right until the indicator at the top right of the screen reads 1.5"

   Click away from the page to re-draw the screen to the new margin setting and scroll through the remainder of the document. You should see that the left margin has been adjusted for all pages

2. Practice changing margins by dragging the margin handles. Finish with the left margin set to 1.5", the right to 1" and the top to 1.25" or as close as you can get them!

3. **Close** out of Print Preview and return to the document

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PAGE BREAKS

Objective: Paginate the Document

INTERIM

1. If you did not complete the first part of this exercise, then File, Open the document ENTRIES4.DOC from the EXERCISE directory, otherwise, continue working on the same document

See Document Layout Page 3

2. Preview the document and scroll through each of the pages in turn to see where Word for Windows has split the pages. You will probably find that some headings are left on one page with the associated text forced onto the next page, or perhaps some paragraphs have been split over more than one page. Do not worry - there are ways to correct these problems!

   Cancel out of Print Preview

3. The first change to make is to force some of the age group headings onto a new page. You do this by inserting a **hard page break**

   Position the insertion point at the beginning of the first age group heading - "Group 1 - Mature Students"

   Press CONTROL+ENTER to force the text onto the next page. Note how a dotted line indicates the new page break

   Preview the document to see the effect of the hard page break on the remainder of the document

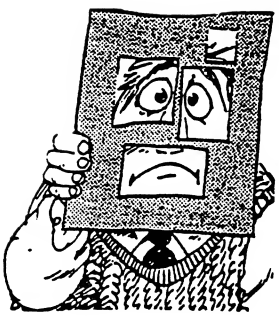
4. Now use the CONTROL+BREAK key to force hard page breaks before each of the age group headings, then again before the Prize List heading. Preview the document when you have finished to see the effect

5. If you look at the document closely, you may find that the list of judges on page 1 is split over onto page 2. You can adjust this by telling Word for Windows to keep the paragraphs together:

   Select all paragraphs beginning with "The judges for the competition...." and finishing with "Marigold Winters"

   Display the Paragraph dialog box, using the menu or the Hot Spot

   Check the **Keep with Next** check box and choose OK then preview the document to check the effect



Previewing the document will enable you to see the effect of changes to the layout

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PAGE NUMBERING

Objective: Apply Automatic Page Numbering to the Document

See Document Layout Page 4

1. To make it easier to refer to, you can also add automatic page numbering to a document:

   With the insertion point anywhere in the document, choose **Insert, Page Numbers**
   Choose the **Bottom Of Page (Footer)** option button

   Choose the **Centre** option to have the page numbers printed at the bottom centre of each page then choose **OK**

2. If you scroll through the document, you will find that nothing has changed!

   In order to see the page numbers, either choose **View, Page Layout** or **File, Print Preview** and use the PAGEDOWN key to move through the pages and check the numbering

3. You should notice that there is no number on the first page. This is because page numbers are placed in Headers and Footers which are initially set to be different on the first page

   To correct this, choose **View, Header/Footer** and deselect the **Different First Page** option. You will now see a number on page one

4. The entry details, will eventually be sent out with a covering letter, so the current page 1 will become page 2. This means adjusting the page numbers:

   Choose **Insert, Page Numbers** and click the **Format** button
   In the **Start At** box, type **2** You can also change the format of the numbers if you wish before choosing **OK** twice to return to the document

   If Word for Windows asks if you wish to replace the existing header/footer with page numbers, choose the **Yes** button to confirm the replacement

5. Preview the document to see the effect of the changes. If you were forced to chose to replace the existing header/footer in point 4 above, then you will probably find that the page number from the first page has once again disappeared. Use the **View, Header/Footer** command to de-select the **Different First Page** option again

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ADDING TEXT BEFORE PAGE NUMBERS

Objective: Add the Word "Page" to Before the Page Numbers

See Document Layout Page 5

1. You may often need to add text to page numbers, rather than just having the number on its own. Try this out, by adding the word "page" before the page numbers on the ENTRIES document:

   Make sure that you are in Normal view
   Choose View, Header/Footer

   As the numbers are set at the bottom of the page, click the Footer option from the Header/Footer list box and choose OK. Since you should now be in Normal view, the screen will split in two to display the header/footer pane

   Make sure that the insertion point is immediately before the page number and type the word Page, not forgetting to add a space between the word and the number

   Choose Close to close up the header/footer pane, then preview the new page numbers

2. File, Save the document
   File, Print the document, then File, Close all open documents

That now completes the exercise on document layout. The new skills that you learnt in this topic were:

Changing the spacing both within and between paragraphs

Changing the margins in a document using the mouse in the Print Preview window

Paginating the document both by forcing hard page breaks and using the options available in the Paragraph dialog box

Adding page numbers to the document

Changing starting page numbers in the document

Adding text before page numbers

You should now feel comfortable in using all these features!

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STYLES

You have already seen in an earlier exercise how to apply both text and paragraph formats, and indeed, have now had some experience in applying the same formats to different headings in a document. However, can you imagine how difficult it can become to remember which formats have been applied to which headings, and how mistakes in continuity are therefore quite easy to make? In this next exercise, you will practice using styles to get around these problems!

CREATING A STYLE

Objective: Create Styles to Use in the Document by Recording an Example

See Styles Page 1

1. File, Open the document ENTRIES5.DOC from the EXERCISE directory and spend a moment studying the document, either by scrolling through it, or by using the Print Preview feature. You will see that this is a similar document to the one you were using earlier, but horror of horrors, most of the formatting has been lost!

2. The first thing to do is to re-apply the formats to the main heading at the top of the document. Move the insertion point to the top of the document and select the main heading ("Segontium Schools Competition .... Celebrations")

   Apply the following formats using the Ribbon, the Character dialog box, or the quick keys as you learnt earlier on in this tutorial:

   Bold All Caps Font (e.g. Monotype Corsiva) Size (e.g. 24)

   Centre the heading using the techniques learnt earlier

3. With the two paragraphs still selected, double-click in the **Style Box** on the Ribbon to select the current style - NORMAL
   Type a name for the new style - `Main Heading`

   Press [ENTER] to record the style

   If you now position the insertion point in each paragraph individually, you will see that the new style name MAIN HEADING appears in the Style Box on the Ribbon

4. Now use the same technique to create the following style, applying the initial formats to any of the age group headings before recording the style:

   Style Name: Group Heading
   Formats: Bold, Underline, 12 point, Right aligned

Make your own recording of formats in a style!

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APPLYING STYLES

Objective: Apply the Style to Other Text in the Document

See Styles Page 1

1. Now you have two styles, you can use them to apply the formats they contain to other text in the document:

   Select the heading "Prize List" towards the end of the document
   Drop down the Style Box list on the Ribbon
   Click on the MAIN HEADING style to apply that style to the selected text

2. Now use the same technique to apply the GROUP HEADING style to all the age group headings (there are 3 more)

3. Now create a third style, using the subheading "Ancient Place Names" below the age group heading "Group 1 - Mature Students" to record the italic, underline and red colour formats in a style called SUBHEADING. These will be used in the next part of the exercise

ASSIGNING SHORTCUT AND FUNCTION KEYS

Objective: Assign Shortcut Keys and Function Key to Make it Quicker to App'y the Style

1. If you did not complete the last part of the exercise then File, Open the document ENTRIES6.DOC from the EXERCISE directory, otherwise continue to use the document you have been working on

See Styles Page 2

2. Rather than using the Style Box to assign styles, you can also use a key, provided one has been set!

   Choose **Format, Style**, and make sure the SUBHEADING style is selected in the **Style Name** box

   Click in the **Key** text box and type an **s**

   Click the **Define** button
   Click the **Change** button to re-define the style with it's shortcut key
   Finally, **Close** the dialog box

3. Position the insertion point in the next subheading in the document ("The House of Ambrosius")

   Press CONTROL+SHIFT+**s** - the shortcut key assigned to the SUBHEADING style. The style will be applied, and the new style name displayed in Style Box on the Ribbon

4. Repeat point 3 to apply the SUBHEADING style to the remaining subheadings in the document

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RE-DEFINING STYLES

Objective: Change the Formats That Make Up the Style

See Styles Page 3

1. Perhaps the SUBHEADING style would look better if it were in small capitals and indented. However, don't panic - you do not need to re-format all subheadings in the document, just re-define the style!

   Choose **Format, Style** and if necessary, select the SUBHEADING style from the **Style Name** box

   Click on the **Define** button, then on the **Character** button to open the Character dialog box

   Choose the **Small Caps** check box, then choose **OK**

   Now choose the **Paragraph** button to open the Paragraph dialog box In the **Indentation From Left** text box, type the new indent - `0.25"` and choose **OK** to return to the Style dialog box

   Click the **Change** button to change the SUBHEADING style, then **Close** the dialog box

2. Scroll through the document to check all text with the SUBHEADING style applied is now small capitals and indented

USING WORD'S STANDARD STYLES

Objective: Change All Standard Formatting in the Document

See Styles Page 3

1. All standard text automatically takes on the NORMAL style, so all you need to do to change all text in the document is to re-define the NORMAL style:

   Using the techniques just practised, display the **Format, Style** dialog box and **Define** the Normal style so that it's **Character** formatting is now set to a different **Font** and it's **Paragraph** formatting has an **Indentation From Left** of 0.5". **Change** the style definition

   You will see that as you are changing one of Word for Window's default styles, you are asked if you wish to change the properties of the standard style. Answer **Yes** to confirm the changes

2. Scroll through the document to check that all paragraphs with the NORMAL style applied have been formatted

3. Finally, **File, Save** the document and close it

Having now completed this exercise, you should feel comfortable in creating styles using examples, applying styles, assigning shortcut keys and re-defining styles. Not bad for a first try!

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FIND AND REPLACE

In this next exercise, you will use Word for Window's Find and Replace features to find text for editing, to replace words in the document, to remove words, and to change formats and styles throughout the document. The document you will use is

FINDING TEXT

Objective: Use the Find Command to Find Specific Text in the Document

See Find and Replace Page 1

1. Before starting this exercise, File, Open the document ENTRIES7.DOC from the EXERCISE directory

2. In a previous exercise, you changed the Group 1 listing to Mature Students, but how can you make sure that you changed all of them? Easy - you just find each occurrence of the text "Group 1"!

   Make sure you are at the beginning of the document
   Choose Edit, Find
   In the Find What box, type the text to search for - `Group 1` (it does not matter if you type in upper or lower case)
   Make sure the direction is set to Down and choose Find Next

3. Word for Windows will highlight the first occurrence of the search text. If you cannot see the highlighted text in the document because the Find dialog box obscures it, then move the dialog box out of the way by dragging the Title Bar

   Since this occurrence of "Group 1" is correct (i.e. it reads "Mature Students"), choose Find Next again to move to the next occurrence
   Continue choosing Find Next until you find the incorrect occurrence in the sentence "Entrants in the Group 1 - 18-25 Year Old category ..." towards the end of the document

4. Click the Cancel button to return to the document and replace the text "18-25 Year Olds" with the text "Mature Students"

5. Are there any more occurrences of the text "Mature Students" in the document? Continue the Find process by pressing SHIFT+F4

   Press SHIFT+F4 a second time. As there are no more occurrences, Word informs you that it has reached the end of the document and asks if you wish to continue searching at the beginning. Since you started the search at the beginning of the document, choose No to remove the message box, then OK to clear the second dialog box

6. Now move back to the top of the document and search for the word "age". Using the Find Next button to find each occurrence, see how many times the word occurs in the document

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FINDING TEXT (CONTD)

See Find and Replace Page 1

7. You will see from the exercise that Word for Windows picks out *all* occurrences of the word "age", including "manager", "encourages" and "pageant". Try limiting the search so that only the whole word "age" is found:

   Move back to the beginning of the document and choose **Edit, Find**: you should find that Word for Windows remembers the last search you did and places the search text in the **Find What** box for you

   Check the **Match Whole Word Only** option and go through the document finding all occurrences using the **Find Next** button

8. Say you want to check all the mountain names that appear in the document. As these all start with the word "Mount" you can search for this, and as you are only looking for names you will only want Word for Windows to find those occurrences of "Mount" that start with a capital "M"

   Move back to the beginning of the document and perform a search, using the word `Mount` (with a capital "M") in the **Find What** text box. Make sure that the **Match Case** check box is turned on before finding each occurrence in the document

REPLACING TEXT

Objective: Use the Replace Feature to Replace Specific Words/Phrases with Other Words/Phrases

See Find and Replace Page 2

1. The word "Segontium" has been incorrectly spelt as "Segonetium" throughout the document. Although you could search for each occurrence and edit it, it would be much quicker to get Word for Windows to replace the incorrect spelling with the correct one:

   Choose **Edit, Replace**
   In the **Find What** text box, type the word to search for: `Segonetium`

   Move to the **Replace With** box and type the correct spelling: `Segontium`
   Choose the **Replace All** button to replace all occurrences of "Segonetium" with "Segontium". As Word for Windows makes the replacements, you will see a counter on the Status Bar; When the replacement is finished, Word for Windows will display the number of changes made. When you see this message, choose **Close** to exit the Replace dialog box

Can't find that word? Use Word for Windows Find or Replace feature!

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REPLACING TEXT (contd)

See Find and Replace Page 2

2. The word "grouping" has been used in the document to describe the separation of entries into age groups, where the word "classification" may be better. Make sure that the insertion point is at the beginning of the document, then ....

   Choose **Edit, Replace** and type `grouping` in the **Find What** text box
   Press TAB and type `classification` in the **Replace With** text box
   Choose **Find Next** to find the first occurrence
   When Word for Windows highlights the first word, choose **Replace** to replace the word and find the next occurrence

3. To speed up the process, choose **Replace All** to replace all occurrences, and when Word for Windows has finished, **Close** the dialog box

4. Perhaps "grouping" is a better word after all:
   Choose **Edit, Undo Replace**, then, to check that all occurrences of the word "classification" have been changed back to "grouping" use the Find feature to search for the word "classification". You should find that Word has undone all but the very first replacement made as this was done individually

5. You can also use the Replace feature to remove words from the document. Try this out by removing all occurrences of the phrase "Year Olds"

   Move to the beginning of the document and choose **Edit, Replace**
   Type `Year Olds` in the **Find What** text box
   Move to the **Replace With** box and press DELETE to delete the existing replacement text
   Choose **Replace All** to replace all occurrences

FINDING AND REPLACING FORMATS AND STYLES

Objective: Use Replace to Change Formatting in the Document

See Find and Replace Page 3

1. As well as changing text, you can also change formats and styles using the Replace feature. Make sure you are the top of the document, then ....

   Choose **Edit, Replace**
   Press DELETE to remove the text in the **Find What** text box
   Press CONTROL+U to search for all text that is underlined. Note how Word for Windows adds the **Format: Underline** text below the **Find What** text box

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FINDING AND REPLACING FORMATS AND STYLES (contd)

See Find and Replace Page 3

2. In the **Replace With** box, delete the existing suggested text, and press CONTROL+D to replace all underlines with double underlines
   Choose **Replace All** to replace all occurrences

3. Now try changing the small caps enhancement only with all capitals. Firstly, make sure that you are at the top of the document and choose **Edit, Replace**

   Press CONTROL+K and check the **Format:** line below the text box.
   What will Word for Windows search for?

4. As you do not want to find all text with both underline and small capitals, you need to clear the last format that you searched for:

   Choose the **Clear** button at the bottom of the Replace dialog box
   Re-set the small caps format by pressing CONTROL+K

   Now **Clear** the **Replace With** text box and press CONTROL+A to indicate that you want to replace the small caps with all capitals
   Choose **Replace All** to make the replacements

5. As well as using quick keys to specify formats in the Find or Replace dialog boxes, you can also use the formatting buttons at the bottom of the dialog box. Try this out by changing all occurrences of the Group Heading style to the Heading 2 style:

   Move to the top of the document and choose **Edit, Replace**
   Clear all existing formats from the **Find What** text box
   Choose the **Styles** button
   Click on the **Group Heading** style to select it then choose **OK** to return to the Replace dialog box

   Move to the **Replace With** text box and clear the existing format.
   Choose **Styles**, and this time, select the **heading 2** style
   Replace All occurrences

6. When the replacements have all been made, **Close** the Replace dialog box

   File, Save the document, then **Close** it

That now concludes the exercise on Find and Replace. You should by now feel confident in your ability to achieve all of the following:

Finding words and phrases
Limiting the search by searching for whole words or specific capitalisation
Replacing words and phrases with other words and phrases
Finding or replacing formats and styles in the document

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TABLES, BORDERS AND SHADING

You still need to create the entry form to be sent out with the competition details. As the entry form will consist of fill-in-the-blanks, the easiest way of setting this up will be in a table.

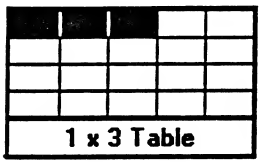
CREATING TABLES

Objective: Create a 3-Column Table

See Tables, Borders and Shading Pages 1-3

1. File, Open the document ENTRY-FM.DOC from the EXERCISE directory and spend a moment familiarising yourself with its layout and purpose
2. Position the insertion point a couple of paragraph marks below the heading "Segontium Schools Competition" and click on the table button on the Toolbar

   Drag over 3 adjacent horizontal boxes until the grid looks like the one below and release the mouse button to create a 3-column table



3. The insertion point sl ould already be in the first cell of the table so you can simply type the text for the table as follows:

   Type `Surname` and press [TAB] to move to the next cell in the table
   Type `First Name`
4. Press [TAB] once again to move to the last cell of the table then press [TAB] a second time to insert a new row at the bottom of the table
5. Finish entering the text as follows. Remember, press [TAB] whilst the insertion point is in the last cell of the table to start a new row

Type This	In This Cell
`Age Group`	First cell, second row
`Age`	Second cell, second row
`Tutors Name`	First cell, third row
`School`	Second cell, third row
`Phone No`	First cell, fifth row (leave the 4th row blank)
`Address`	Second cell, fifth row

You will find that creating forms in Word for Windows is easy - it is filling them in that you may have problems with!

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DELETING AND INSERTING ROWS/COLUMNS

Objective: Practice Inserting and Deleting Rows and Columns

See Tables Pages 3-4

1. Now to insert a new row at the top of the table ready for a heading:

   Select the existing first row by pointing to the document selection bar (the white space to the left of the first column) and clicking once

   Choose **Table, Insert Row** to insert the row
   Note how Word for Windows places the new row *above* the selected row

2. Now to enter the title:
   Make sure the insertion point is in the first cell and type

   `Entry Form`

3. You also need to add an extra column between the first and second columns where entrants will fill in their responses:

   Point with the mouse anywhere in the 2nd column and click the *right* mouse button to select the entire column

   Choose **Table, Insert Columns** to insert the column
   Note how Word for Windows inserts the new column to the left of the selected column

4. When you typed the table, you left what is now row five blank. This row is no longer needed so can be deleted:

   Select the fifth row by clicking in the document selection bar

   Choose **Table, Delete Rows**

Your table should now look similar to the one below:

Entry Form			
Surname		First Name	
Age Group		Age	
Tutors Name		School	
Phone No		Address	

Remember, new rows are always inserted above *the selected row.*

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MOVING ROWS AND COLUMNS

Objective: Practice Moving a Row and a Column to a New Location

See Tables Page 5

1. It would probably be better if the Phone Number and Address row were after the Age and Age Group row so that personal details are kept together. This means moving the last row of the table up to between the 3rd and 4th rows:

   Firstly. make sure the **Drag-and-drop Text Editing** check box is turned *on* (an "x" should appear in the **Tools, Options** check box in the **General Category)**

2. Select the last row of the table

   Drag the mouse pointer until the shadowed insertion point is in the cell containing the "Tutors Name" text and release the mouse button to move the row

3. You also need to re-arrange the table slightly so that columns three and four become columns one and two. What is the first thing to do before you can move anything in Word for Windows?

   Before you can move the columns, you need to select them. do so by clicking the right mouse button in column three then dragging the selection across to column four

4. Choose **Edit, Cut**

   Use the SHIFT+TAB or TAB keys to move to the first cell in the table - this is where the columns will be pasted
   Press ← to remove the highlight and choose **Edit, Paste Columns**

5. Now the columns have been moved, the cell containing the "Entry Form" text needs to be moved back to column 1:

   Select the third cell in the first row and choose **Edit, Cut**
   Move to the first cell of the same row and choose **Edit, Paste Cells**
   Your table should now look like the one below:

Entry Form			
First Name		Surname	
Age		Age Group	
Address		Phone No	
School		Tutors Name	

Rows can be "dropped" into place, but columns need to be pasted.

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CHANGING COLUMN WIDTHS

Objective: Convert Text into a Table and Adjust the Column Widths to Make the Text Fit More Neatly

See Tables Pages 2, 4 and 5

1. At the end of the document is an area where the entrant will sign and date their entry. This may be easier to size and manipulate if it were placed in a table:

   Move to the end of the document and select the last two lines of text

   Choose **Table, Convert Text To Table**

2. Now to adjust the width of the columns so the text fits neatly on to one line:

   Point to the border between the first and second columns. When the mouse pointer changes to a ⇹ shape, drag the border to the right until the column is just wider than the words "Date Returned"

3. Use the same technique to change the width of the third column until it is just wider than the text "Date Rec'd"

4. Move to the beginning of the document, and position the insertion point anywhere in the first column of the first table

   Click on the Ruler Selection Symbol on the far left of the Ruler; the Ruler should now display a series of "T"s where the cells start and finish. If it does not, continue clicking on the Ruler Selection Symbol until you see the "T"s

   Drag the first "T" back to approximately 1"

5. Change the widths of the other columns by dragging the appropriate "T" so that the second column finishes at 3", the third at 4.1" and the fourth at 6"

MERGING CELLS

Objective: Merge Cells to Create a Heading Cell

See Tables Page 6

1. It would be nice if the title in the first cell of the first row were centred over the table. To do this, you need to merge the cells:

   Select the entire first row of the table by clicking in the selection bar

   Choose **Table, Merge Cells** to merge all cells into one

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MERGING AND SPLITTING (contd)

See Tables Page 6

2. Count the number of paragraphs in the newly merged cell and compare this with the number of cells that have been merged. Note that for each cell that has been merged, Word for Windows has created a new paragraph

   Press ⬅ to remove the highlight, and delete the extra paragraphs using the DELETE key

3. For a bit more practice, move to the first row of the table at the bottom of the document. Select the entire row and **Merge** all cells. Remove any unwanted blank paragraph marks as before

4. Often, you may need to add text between rows of a table, or perhaps force a page break within a table. To do either of these, you need to split the table:

   Select the 2nd row of the table at the bottom of the document Choose **Table, Split Table** to split the table and leave a blank paragraph mark between the two rows

5. If necessary, move to the blank paragraph, press ENTER to start a new line and type:

   ```
   Please enter the date you returned your entry
   in the box below.  The Date Rec'd box is for
   office use only.
   ```

   Press ENTER again to add another blank line between the text and the following row of the table

EDITING AND FORMATTING TEXT IN A TABLE

Objective: Make Changes to the Text in the Table

INTERIM

1. If you did not complete the first part of the exercise, then use the ENTRYFM2.DOC document for the remainder of the exercise

See Tables Page 6

2. The heading in the first table would probably look better if it had some enhancements applied:

   Move to the beginning of the document and select the text in the first cell, either by dragging over the characters, or by double clicking on the first word, then dragging through the remaining word

   Change the point size to a larger size (e.g. 18) and make the text bold and italic

3. Press ➡ to move the insertion point to the end of the selection and press ENTER to insert a new line - note how the row increases height to accommodate the additional paragraph

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EDITING AND FORMATTING TEXT IN A TABLE

See Tables Page 6

4. Change the font size to a smaller size such as 8 point and remove the bold enhancement, leaving the italic. Type the following text

   `To be completed by the entrant, a parent, or form tutor`

5. Some additional text still needs to be entered on the far right of the cell. Can you remember how to have text both left and right aligned on the same line?

   If necessary, use the Ruler Selection Symbol to change the Ruler view back to the normal indent markers (the black triangles). Set a *right* aligned tab as close to the right cell boundary as you can

6. To push the insertion point over to a tab stop, you would normally press [TAB]. However, what does pressing [TAB] do in a table?

   Instead, press [CONTROL]+[TAB] to move the insertion point and type:

   `Please return no later than 23/6/93`

ALIGNING THE TABLE

Objective: Position the Table on the Page

See Tables Page 7

1. Preview the document so you can see how your tables look on the page. Maybe the first table would look better if it were centred?

   Position the insertion point anywhere in the first table and choose **Table, Select Table** to select the entire table. (If you did not do this, only the current row would be centred)

   Choose **Table, Row Height** and select the **Center** option button Press [ENTER] or choose OK

2. Now right align the second row only of the second table in the document (containing the text "Date Returned ...") by choosing the **Right** option button from the **Row Height** dialog box. As this is now only a single row table, you do not need to worry about selecting the entire table first!

   Format the entire row to a smaller font, then save the document

How to position tables on the page, not pages on the table!

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ADDING BORDERS AND SHADING

Objective: Enhance the Table with Borders and Shading

See Tables Page 8

1. Finally, to make the table really stand out, practice adding borders to the entire first table as follows:

   Select the entire first table using the **Table, Select Table** command

   Choose **Format, Border**
   In the **Preset** box, click on the **Box** option
   Click on a **Line** style that you like and choose **OK**

2. If you cannot see the borders easily on screen, preview the document to see the effect

3. Because a box, (or outline) border was added to the entire table, a single box has been drawing around the outside of the table. To separate the heading row (row 1) from the rest of the table, you will need to add another border to the bottom of the row:

   Select the first row only (if you cannot point to the selection bar now the table is centred on the page, use the **Table, Select Row** command)

   Choose **Format, Border** and in the **Border** diagram, click on the bottom line. As the line style is still selected from when you added the box, Word for Windows uses the same line style for the selected border

   Choose **OK** to accept the border

4. Now to add lines to the second column where entrants can write their responses:

   Select the 3 cells in the 2nd column, from the 2nd row to the row one up from the bottom. (Do not include the bottom cell as this already has the border which is common to the whole table)

Entry Form		
To be completed by the entrant, a parent or form tutor		→
First Name		Surname
Age		Age Grou
Address		Phone No
School		Tutors Na

5. Choose **Format, Border**, and select the bottom line of the **Border** diagram. Choose a **Line** style then choose **OK**

6. Preview the document again: where has Word for Windows placed the bottom border?

   Why do you think this is?

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BORDERS AND SHADING (contd)

See Tables Page 8

7. To add borders to the bottom of all cells in the selection, firstly, make sure that the same three cells are selected as before

   Choose **Format, Border**

   In the **Border** box, click on the centre line

8. Select the same 3 cells in the 4th column and apply the same borders

9. Now to shade the first row to make it stand out more:

   Select the first row of the table and choose **Format, Border**

   Click on the **Shading** button and drop down the **Pattern** list box

   Choose a pattern, and if required, a **Foreground** and **Background** colour - note how your selected pattern is displayed in the Sample box at the bottom right of the dialog box

10. You can also use these same techniques for applying borders and shading to paragraphs in the document. Give it a try on the three paragraphs in the middle of the document:

    Select all three paragraphs, beginning "I enclose" and ending "own work", including the blank middle paragraph

    Choose **Format, Border** and choose the **Shadow** border from the **Preset** box. Choose **OK**

11. Select all three paragraphs again and indent both from the left (approx. 1.5") and from the right (approx. 4.5") so that the box sits roughly centre of the page

12. Now to add a line between the two lines of text where entrants can insert the title of their piece. However, you don't want the line to meet the left and right borders of the paragraph box.....

    Move to the paragraph between the two lines of text and set a left aligned tab a couple of points in from the left indent

    Press the TAB key to move the insertion point to this tab stop (this is a normal paragraph and not a table, so you do not need to press CONTROL+ENTER)

Use a combination of tables, borders and shading to create interesting tables and fill-in-the-blank forms

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ADDING BORDERS AND SHADING (contd)

See Tables Page 8

13. Now set a right aligned tab a couple of points in from the right indent

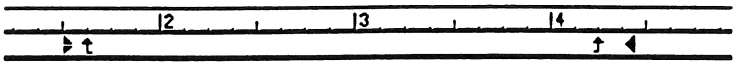
    Press TAB to move the insertion point to the right aligned tab stop

14. Although the insertion point has moved, you still need to add the line. This is done by using a leader character:

    Choose **Format, Tabs**

    Assign an underline leader (number 4) to the second tab stop and there's your line!

    Your paragraph should look similar to the one below!



I·enclose·my·entry·entitled¶
→ → ¶
and·confirm·that·it·is·all·my·own·work¶

15. Finally, preview the document, then save it and close it

That now completes the section on tables. It may have appeared something of a slog, but just look at all the new skills you have learnt!

Creating tables using the Toolbar to create a new table and the menu to create a table from existing text

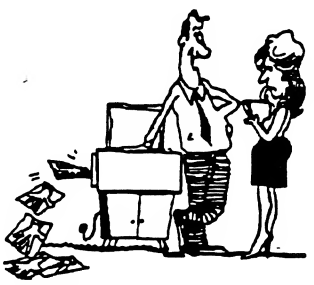
Entering text, formatting it and making selections in tables

Inserting and deleting columns and rows

Changing column width and aligning rows on the page

Merging cells

Adding borders and shading



The documents you create say a lot about both you and your company, so make a good impression!

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PROOFING TOOLS

One of the winning entries for the competition is an essay written by one Jimmy Bloom, Aged 9 (Just). As the entry was so good, you want to include it in your monthly newsletter, but before doing so, it is going to have to undergo a bit of spelling and grammar checks!

USING THE SPELL CHECKER

Objective: Use the Spell Checker to Proof Read the Document

See Proofing Tools Page 1

1. File, Open WINNER.DOC from the Exercise directory - this is Jimmy's efforts as they stand!
2. Click on the spell checker button on the Toolbar to start the spell checker
3. The first word that Word for Windows finds is "Segontium". Although this is correctly spelt, it has been highlighted because it is not in Word for Windows' dictionary. Click on the Add button to add it to the dictionary
4. The next word that Word for Windows doesn't recognise is "Exibition". If necessary, click on the Suggest box to see a list of suggestions and select the correct spelling "Exhibition" Choose Change to change the incorrect word
5. Word for Windows now finds the word "Center". Choose the correct spelling from the Suggestions box, then choose Change All
6. At this point, if you are having to choose the Suggest button all the time, you can choose the Options button and check the Always Suggest check box. Choose OK to continue the spell check

   Now Change All occurrences of the mis-spelt word "Exibition
7. Word now finds a repeated word "there". Choose the Delete button
8. Word stops at the word "gladiaters". Choose the correct spelling and choose Change
9. The next word found is "cos". As there are no suggestions, edit the word yourself. The insertion point should already be in the Change To box, so [BACKSPACE] over the incorrect word and type `because`. Choose the Change button

The Spell Checker will "sniff" out all the spelling mistakes!

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USING THE SPELL CHECKER (contd)

See Proofing Tools Page 1

10. Continue spell checking the document, choosing to Change, Add, edit yourself or Ignore the mis-spellings

When the spell checking is finished, Save the file to make sure that all amendments are saved

USING THE THESAURUS

Objective: Use the Thesaurus to Look Up Different Words

See Proofing Tools Page 2

1. Move to the end of the document and insert a few blank lines. Type the following text:

```
Jimmy Bloom won 1st prize in the Segontium
Schools Competition.  The judges felt his
entry was [SPACEBAR]
```

2. You want to use a word that is similar to "fresh" as in novel, but don't like the word "fresh" itself. Type the word `fresh` and choose Tools, Thesaurus

   Select the synonym "original" in the Synonyms box and choose the Replace button to replace "fresh" with "original"

3. Type [SPACEBAR] `and funny.`
   Choose Tools, Thesaurus again to lookup the word "funny"
   Replace the word with a Synonym of your own choice

4. Complete the paragraph by typing

   [SPACEBAR][SPACEBAR]`In short, the judges felt that the piece showed a marked`

5. Choose Tools, Thesaurus. As there are several different meanings for the word "marked" click on the "Remarkable" word in the Meanings box to display a new list of synonyms

   Replace the word with a Synonym of your choice. Finish the sentence by typing:
   [SPACEBAR]`flair for creative writing.`

Jimmy Bloom won a prize for his composition, and so could you with a little help from Word

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USING THE GRAMMAR CHECKER

Objective: Use the Grammar Checker to Check the Grammar of the Document

See Proofing Tools Page 3

1. Let's face it, Jimmy might be creative, but his grammar leaves a lot to be desired! This is where the grammar checker comes in handy:

   Move back to the beginning of the document and choose **Tools, Grammar**

2. Word immediately picks up the first sentence and gives a reason for the grammatical error
   Click in the document to activate it
   Select the text "I and my mate Joe" and type `Joe and I`
   Click on the **Start** button in the Grammar checker dialog box to continue the check

3. The Grammar Checker points out that "want" would be a better choice than "wants". Choose **Change**

4. Word for Windows next picks up the incorrect word "someplace" instead of "somewhere". Click the **Change** button to use Word's suggested replacement

5. Again, Word for Windows picks up the grammatical error "go" instead of "goes". Use Word's suggestion to correct the error

6. Word for Windows has now highlighted "there is loads to do". Edit the document to read `plenty to do` and continue the check

7. Continue with the check, making the following changes:

   Change "keep" to "keeps"
   Change "likes" to "like"
   Change "has" to "have"

8. Word for Windows picks up the phrase "is scared" as it is in the passive voice. The what? Click the **Explain** button and read the explanation. Press [ESCAPE] to remove the explanation, then **Ignore Rule** as you actually quite like the passive voice!

9. Word for Windows has picked up the supposed error "too sissy" and suggests that it should be "to" or "two". Since neither of these is acceptable, click the **Ignore** button

10. Continue the check, making decisions as to whether to accept suggested corrections, to edit the document yourself, to **Ignore** a **Rule**, or simply to **Ignore** the error. When you have finished, save and close the file

You should now feel quite comfortable in using all the Word for Windows proofing tools - Spell Check, Thesaurus and Grammar Checker. Well done!

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GLOSSARIES

Now the competition is over, you wish to send a memo to your staff, thanking them for all their hard work. Before you do, and since you use these regularly, you are going to set up a series of glossary entries for all the departments to send the memo to. You can then use these glossary entries to build the memo.

DEFINING A GLOSSARY ENTRY

Objective: Save Standard Text in a Glossary

See Glossaries Page 1

1. Choose File, New to open a new, blank document
2. Type the following text, pressing ENTER at the end of each line

```
Joe King
Bob A Long
Rose Bush
```

3. Select all three paragraphs and choose Edit, Glossary. Type the name `Sales` in the Glossary Name box and click the Define button to define the glossary entry
4. Create the following two glossaries - remembering to select the text before choose Edit, Glossary then typing the name before choosing Define

Name	Glossary Text

R&D	`Jerry Coe`
	`Sue Shong`
	`Irma Dime`

Admin	`Missy Sippie`
	`Edna Blount`
	`Ivor Glossary`

Me	(*Your Name*)

5. File Close the document, without saving the changes
6. Now File, Open the MEMO.DOC document from the EXERCISE directory ready to create another glossary entry

   Select the Memo headings (i.e. the title, To, From etc.). Include the blank paragraph marks below the line beginning "Date:", but do not include not the actual text of the memo

   Create a glossary called MEMO and close the file

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INSERTING GLOSSARY ENTRIES

Objective: Insert the Glossary Entries in a Document

See Glossaries Page 1

1. Now the glossary entries have been created, they can be used to create an entire new document:

   Use the File, New command to create a new document

2. Type the name of your first glossary entry - MEMO

   Press F3 to expand the glossary entry

3. Move to the end of the line beginning TO: and delete the existing text "Research Department" including the paragraph mark at the end of the line and insert another glossary entry, this time using the menu:

   Choose Edit, Glossary, select the Glossary Name, SALES and choose Insert

4. Problem? Because the glossary entry was created including paragraph marks, the inserted glossary entry text has thrown out the original tab markers resulting in the names not lining up with the rest of the memo:

   Select the first line comprising the "To" text
   Set a left aligned custom tab stop at 1.5"

   Select the following two paragraphs comprising the remaining names and indent them from the left to 1.5"

   Now select the text starting from "Joe King" and finishing at "Rose Bush", making sure that you include all three paragraph marks in the selection as these will retain the formats

5. Now the text is properly formatted and selected, you can re-define the glossary entry:

   Choose Edit, Glossary
   In the Glossary Name box, click on the SALES name to select it
   Choose Define and when prompted, choose Yes to redefine the glossary entry

6. Now repeat points 4 and 5 to re-define the R&D and the ADMIN glossary entries. Remember to select the existing text, including the paragraph mark at the end of the line, then use the Edit, Glossary command to insert the existing glossary entry before formatting it and re-defining it. If you prefer to use the F3 key, then you will need to remove additional blank paragraph marks between the "To" and "From " lines as you go

Remember, paragraph formats are stored in the paragraph marks!

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INSERTING GLOSSARY ENTRIES (contd)

See Glossaries Pages 1-2

7. Now select the existing "To" names, including the paragraph marks at the end of each name. Use the **Edit, Glossary** command to insert the SALES glossary entry

8. Move to the line beginning "FROM:" and delete the existing name

   Insert the glossary entry ME
   If you included the paragraph mark when originally creating the glossary entry, you will have the same problem as before. Re-define the glossary entry, but this time, make sure that you select only the text of your name and not the paragraph mark

9. Use the **Insert, Date And Time** feature to insert today's date
   Replace the existing subject with the new subject `Competition`

10. Move to the end of the document and type:

    ```
    The Segontium Schools Competition was a great
    success and resulted in tremendous press
    coverage and local interest.  Thank you for
    all your hard work, and well done!
    ```

11. **File, Print** the document and save it as MEMO1.DOC

12. Select the names that were inserted from the SALES glossary entry up to and including the paragraph mark following the last name

    Insert the glossary entry ADMIN - the selection will be replaced with the new glossary entry

    File, Print the document and save it as MEMO2.DOC

13. Change the memo so that it is directed to the R&D department.

    File, Print the document and save it as MEMO3.DOC

14. As you no longer need to use the ME glossary entry, you can remove it:

    Choose **Edit, Glossary** and click once on the ME **Glossary Name**
    Click the **Delete** button to remove it

Sending memos is easy with Word for Window's glossary features!

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THE SPIKE COMMAND

Objective: Collect Pieces of Text on the Spike and Drop Them in a Document

See Glossaries Page 2

1. File, Open all three memo documents that you created earlier in this exercise and activate the MEMO1.DOC document
2. Select the set of names inserted into the MEMO1.DOC file from the SALES glossary entry and press CONTROL+F3 to move them to the spike
3. Activate the MEMO2.DOC file and select the names that were inserted from the ADMIN glossary entry. Press CONTROL+F3 to add them to the spike
4. Add the names from MEMO3.DOC to the spike
5. Move back to the end of the "To" line in MEMO1.DOC and select the existing names

   Press CONTROL+SHIFT+F3 to insert all text on the spike back into the memo
6. Save the file as MEMO.DOC and close all open files

Congratulations - that not only completes the exercise, but the course as well! To re-cap, new skills learnt in this section were:

Creating glossary entries
Inserting glossary entries using the F3 key and the Edit, Glossary command
Deleting glossary entries
Using the Spike glossary entry

In addition to all that, you also had a chance to review the rules surrounding paragraph marks and paragraph formatting. Not bad eh?!

There's now no reason for having to work late at the office now you know how quickly you can create a standard document!

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PROJECTS

PROJECT 1: INTRODUCTION TO WORD FOR WINDOWS

See if you can answer the following questions on the Word for Windows environment and screen. The answers are at the bottom of the page, but try not to look unless you have to!

1. What does "GUI" mean?
2. Give 2 features of a "GUI" application that makes it easy to use.
3. What does WYSIWYG stand for?
4. Why is your computer referred to as a "desktop" when working with Word for Windows?
5. How many documents can you have open on the desktop at any one time?
6. What is the rectangular area on screen in which you work called?
7. What is displayed in a document window?
8. What is the largest of the two *types* of window?
9. How many Title Bars do you normally have visible when you first start Word for Windows?
10. What is the *control menu* used for?
11. What is the area called below the application window Title Bar that displays the words "File", "Edit", "View" etc.?
12. What information is normally given on the Status Bar?

---

1. Graphical User Interface
2. Drop down menus, icons, ribbon, ruler, Toolbar, scroll bars etc.
3. What You See Is What You Get
4. Because like your own desktop, you can have all the tools that you need to work with set out
5. Nine
6. A Window
7. A document!
8. The application window
9. Two. One for the application window and one for the document window
10. Manipulating windows using the keyboard instead of the mouse
11. The Menu Bar
12. Page and section numbers, current location in the document, current cursor position, zoom % and key indicators

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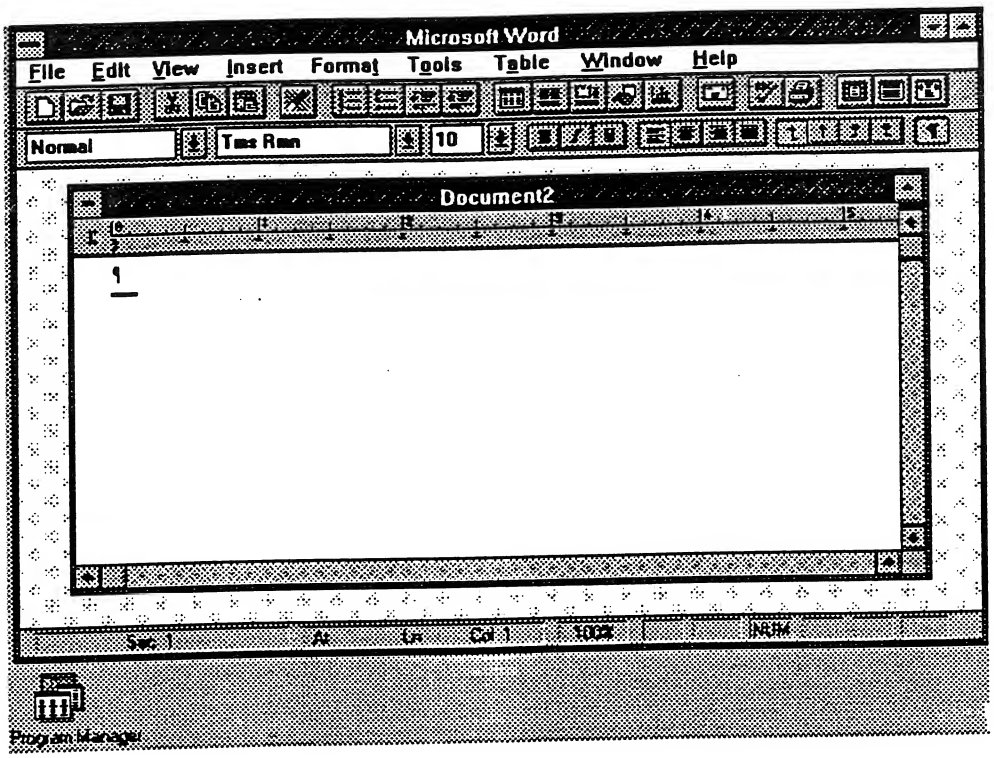
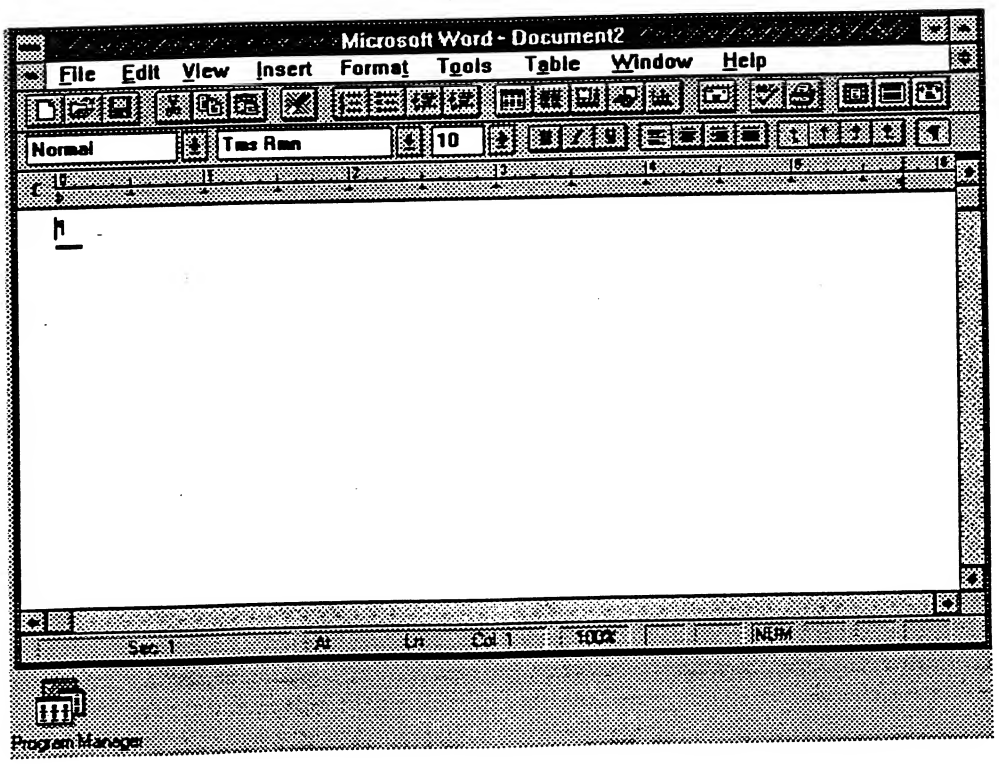
PROJECT 2: WINDOW AND MOUSE TECHNIQUES

Look at the following pictures and using the mouse, make your screen look like the one in the pictures:



Pic 1.



Pic 2.

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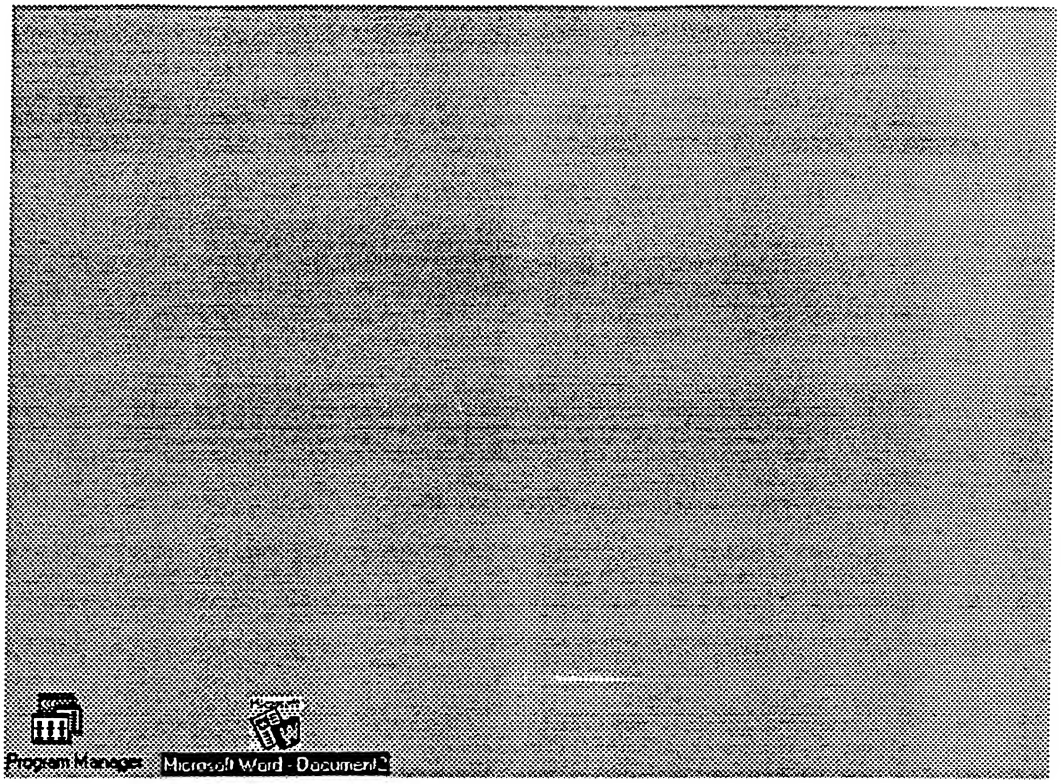
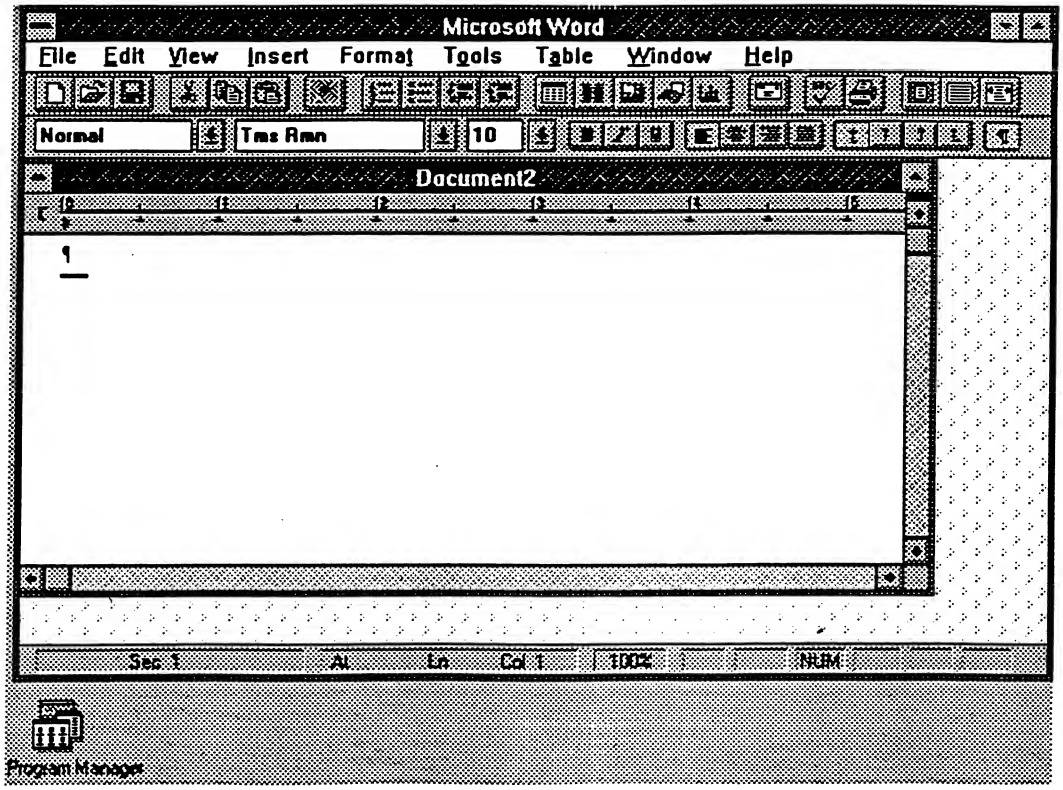


Pic 3.



Pic 4.

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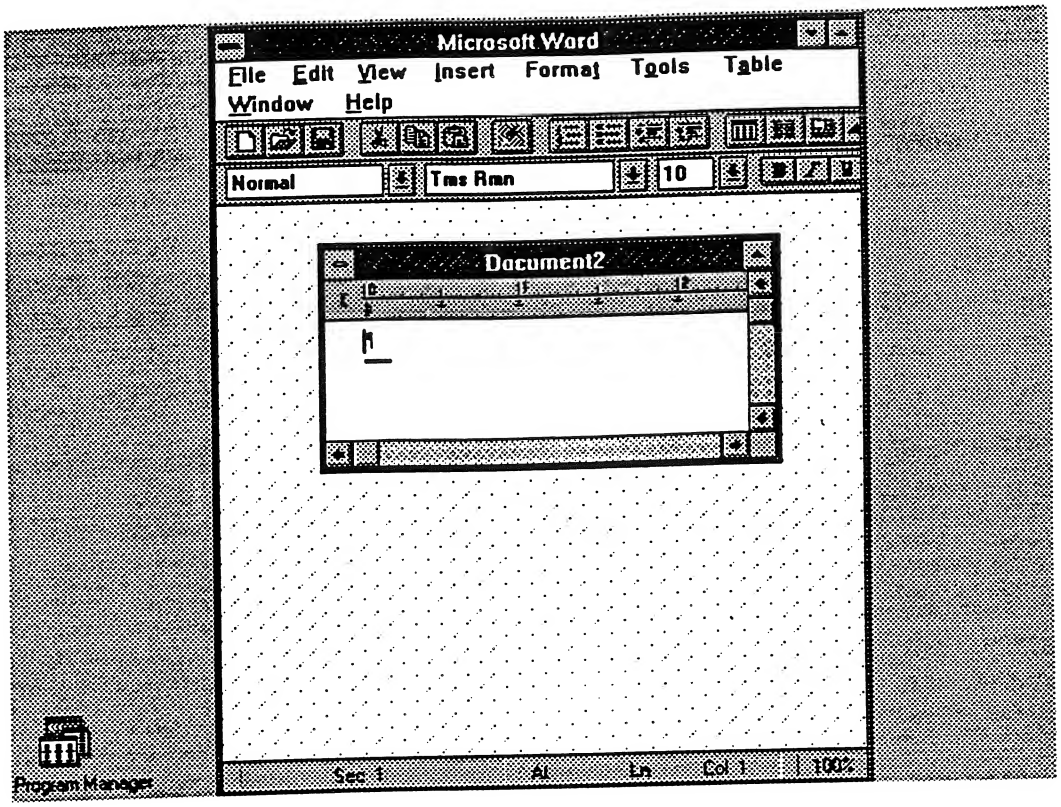
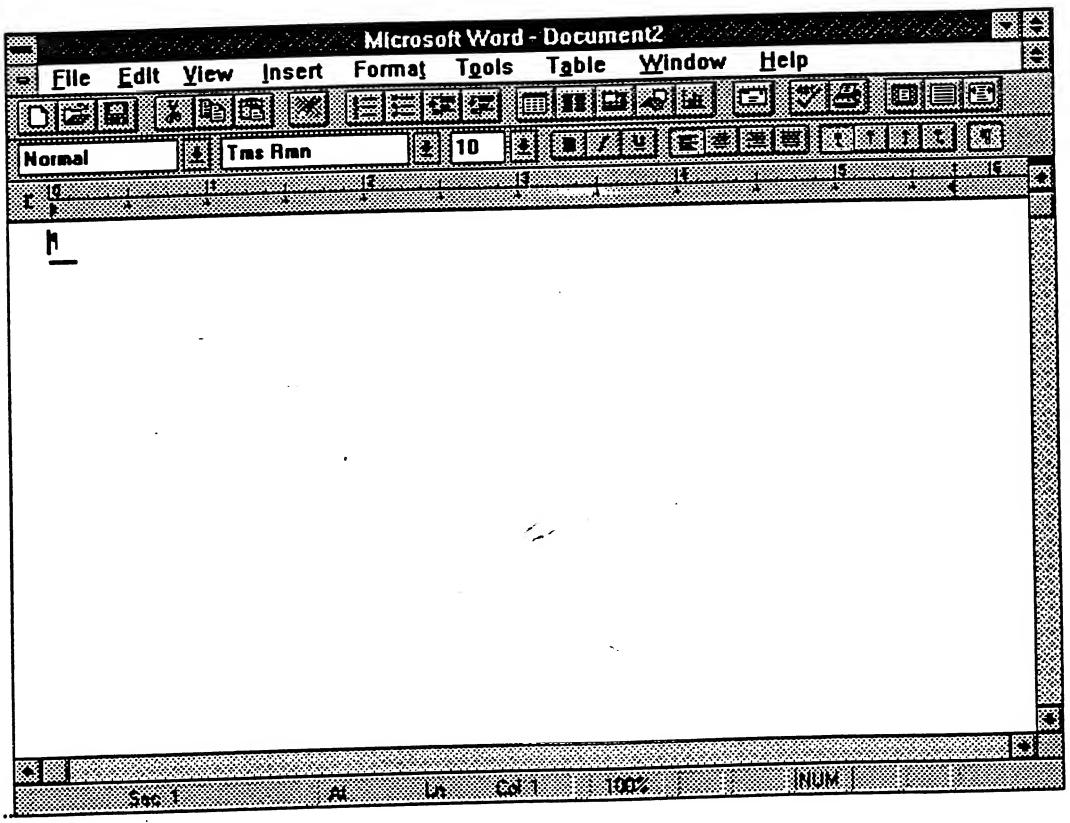


Pic 5.



Pic 6 ..

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PROJECT 3: CREATING A DOCUMENT

1. Create a new document and maximise the window.

2. Type the following text, allowing Word for Windows to wrap text at the end of every line:

   ```
   With Word for Window's graphic commands, you
   can place pictures or any type of graphic
   created in a graphics program then print them
   in place with the text.
   ```

3. Start a new paragraph and complete the text as follows:

   ```
   Word can accept scanned images or original
   art from the Windows clipboard, or will
   import most graphic formats direct into the
   document.  Company logos, charts,
   photographs, cartoon-style art - all can be
   used to make your document more interesting.
   ```

4. Enter 2 blank lines at the end of the text and add the date using the **Date And Time** command.

5. Use the Typeover feature to make the following changes. Remember to keep an eye on the screen as you type so you know exactly when to turn off Typeover to prevent typing over any text that you want to leave intact! Try to use a "quick" key (e.g. END, CONTROL+→ etc.) every time you need to move the insertion point and list the key(s) used in the space provided:

Change	To	Quick Key(s) Used
commands	features	_____
program	application	_____
in place	together	_____

6. Insert the text as shown below. The text to insert is shown in bold:

   "With **Microsoft's** Word for Window's **advanced** graphic features, you can place pictures or any type of graphic created in a graphics application **in your document** then print them together with the text.

   Word can accept scanned images or original art from the Windows clipboard, or will import most graphic formats direct into the document. Company logos, charts **and graphs**, photographs, cartoon-style art - all can be used to make your document more **appealing and** interesting."

7. Save the document as GRAPHIC.DOC in the EXERCISE directory.

8. Move to the top of the document and insert one blank line. Move back to the line and type `Graphics` as a title to the text.

9. Save the document again and close it.

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PROJECT 4: OPENING AND EDITING A DOCUMENT

1. Open the document TABLES.WFW from the EXERCISE\PROJECTS directory. Remember to change the directory if necessary, and use the * . * text in the **File Name** box.

2. Delete the words indicated in bold below, remembering to delete any spaces before/after words where necessary. You can use the DELETE or BACKSPACE keys on their own, or you can select the text before deleting it.

   "Tables
   Tables can be used for more than just tabular material. Tables give you a convenient way to group paragraphs side by side or next to each other, and to arrange text beside related graphics **on a page.** Use tables to organise **important** information in data documents, or add borders and shading to create **appealing** forms.

   Tables provide a quick and easy way to display **or lay out** text in rows and columns - **a** much easier **alternative** than tabs. Text is typed in to cells, and wraps only within the cell. You can press <Enter> to start new paragraphs within the cell and **can easily** add or delete text without it affecting the columns of your table."

3. Select the first sentence at the beginning of the first paragraph "Tables can be used for more than just tabular material." and delete it.

4. Select the entire second paragraph and delete it.

5. Undo the deletion.

6. Select the sentence beginning "Tables give you a convenient way ....." and replace the entire sentence with the following text:

   ```
   Tables provide a simple method of arranging
   paragraphs side by side and arranging text
   beside related graphics.
   ```

7. Move the entire second paragraph to just below the heading. Remember to include the blank line below the paragraph so your paragraphs are still correctly spaced.

8. Move the insertion point to immediately before the hyphen in the first sentence of the first paragraph ".... text in rows and columns - ....." and type "for example, in SPACEBAR".

9. Select the phrase in paragraph 2 "data documents" including the space after the word "documents" and copy it to just after the text "for example, in" that you typed in point 8.

10. Save the document and close it.

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PROJECT 5: WORKING WITH MORE THAN ONE DOCUMENT

1. Open all of the following documents one after the other. (If you did not complete Project 3 in which the GRAPHIC.DOC document was created, open the document GRAPHIC1.DOC from the EXERCISE/PROJECTS directory instead).

Filename	Directory
GRAPHIC.DOC	EXERCISE
MERGE.WFW	EXERCISE\PROJECTS
TABLES.WFW	EXERCISE\PROJECTS
MACROS.WFW	EXERCISE\PROJECTS
FIELDS.WFW	EXERCISE\PROJECTS

2. Use the **Window** menu to activate the GRAPHIC.DOC document, and insert a heading at the very top of the document:
`WORD FOR WINDOWS FEATURES`

3. Arrange all open documents on the desktop

4. Activate the MACROS.WFW document and move to the end of the document. Insert a blank line and type the text:
`A combined document created by your name.` ENTER

5. Activate the GRAPHIC.DOC document and use the **Cut** and **Paste** commands to move the date to the end of the MACROS.WFW document.

6. Activate the TABLES.WFW document and maximise it to see it better

7. Select the entire document and use the **Copy** and **Paste** commands to copy it to the end of the GRAPHIC.DOC document, making sure that you have a blank paragraph between the existing text in GRAPHIC.DOC and the copied text from TABLES.WFW.

8. Activate the MERGE.WFW, FIELDS.WFW and MACROS.WFW documents in turn, copying all the text in the document to the end of GRAPHIC.DOC to build one large document from all of the smaller ones. Remember to make sure that one blank line separates each of the sections.

9. Move the entire section on Fields to before the section on Mail Merges - don't forget that blank line!

10. Save the document as FEATURES.DOC and close it.

11. Close all open documents.

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PROJECT 6: PRINTING

1. Open the document FEATURE2.DOC from the EXERCISE\PROJECTS directory- this is just an extended version of the FEATURES.DOC document you created in the Project 5.
2. Preview the document, then return to the normal screen but in *page layout* view.
3. Zoom the document so that the entire page width fits on screen.
4. Move to page 3 of the document and print the current page only.
5. Print pages 1 and 2 only - remember, you will need to type the page numbers in the **From** and **To** boxes of the Print dialog box.
6. Print the section on Mail Merges only - don't forget to select the text first!
7. Print 3 copies of the Templates section only.
8. Change the entire document to landscape orientation and view the document.
9. Return the entire document back to portrait orientation.
10. Select the section on "Exchanging Information" and change that part of the document only to landscape orientation. Preview the document, then print the landscape page only.
11. Zoom the document back to 100%
12. Change the view of the document back to normal, then close the document without saving any changes.

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PROJECT 7: ENHANCING TEXT

1. Make sure the document FEATURE2.DOC is open and displayed on screen.
2. Select the entire main heading at the top of the document and make it bold and double underlined.
3. Select all the secondary headings in turn and make them italic and small caps.
4. Move to the end of the document and turn on the italic and underline enhancements. Type the following text:
   `Microsoft Word for Windows version 2 is now available from your local authorised dealer.`
5. Turn off the underline enhancement only and type:
   [SPACEBAR][SPACEBAR]`For the number of your nearest dealer, please contact Microsoft Customer Services.`
6. Select the new text and turn off *all* enhancements at once.
7. Return to the beginning of the document and select the main heading again. Turn off the double underline.
8. Make sure the Ribbon is displayed and make sure that the main heading at the top of the document is still selected. Change the font to a font of your choice, and the point size to a larger size.
9. Position the insertion point on the blank line immediately after the main heading at the top of the document and select the text from that point onwards to the end of the document. Change the point size of the selected text to 12 point or similar.
10. Select the text "Microsoft Word for Windows version 2" in the last paragraph at the end of the document and change it to upper case.
11. Return to the main heading and, using the **Format, Character** command, make the heading expanded and a different colour.
12. Finally, centre the main heading, and save the document.

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PROJECT 8: TABS

1. Open the FEATURE3.DOC document from the EXERCISE\PROJECTS directory.

   Move to section entitled "Other Microsoft Products" towards the end of the document and select the text within that section.

2. Set *left aligned* tab stops at 1.5", 3.5", 4" and 5".

3. Move the tab stop at 3.5" back to 3".

4. Insert a leader character for the tab stop set at 4". Remember you will have to use the **Format, Tabs** menu command for this.

5. Remove the tab stop at 3" and replace it with a decimal tab stop.

   You will probably need to move the decimal tab stop over to the right slightly to make sure that the text in the column fits neatly.

6. Remove the tab stop at 5" and replace it with a right aligned tab stop.

   Again, you will need to move the new right aligned tab stop so that text fits in the column neatly.

7. Save the document.

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PROJECT 9: INDENTS

1. If you completed Project 9, then continue working with the FEATURE3.DOC document. Otherwise, open the FEATURE4.DOC document from the EXERCISE/PROJECTS directory.

2. Position the insertion point in the first paragraph under the heading "Styles and Glossaries" and *using a quick key*, indent the paragraph in from the left to the first tab stop.

   Repeat to indent the next paragraph in the section "Styles and Glossaries".

3. Make sure the Ruler is displayed and indent the paragraphs under the heading "Proofing Tools" using the mouse and Ruler.

4. Move to the end of the document and indent the last paragraph in from the left to 1.5" and from the right to 4.5".

5. Move to the beginning of the paragraph headed "Graphics" and position the insertion point just before the "G" of "Graphics". Type a 3 followed by a tab. Create a hanging indent so the paragraph below "hangs" under the heading "Graphics".

   Note the use here of the *new line* character. For more information on the new line character, refer to the section "Paragraph Formatting and Paragraph Marks" in the Training Manual.

6. Repeat point 5 to create a hanging indent for the remaining sections: "Tables", "Finding Files", "Fields", "Mail Merges", "Referencing Documents", "Exchanging Information", Templates", "Macros'" and "The Word Environment" (section number 12).

7. Move to the last section in the document "Summary of Features" and select all the text under below the heading up to the last line of the section "The Word Environment....."

   Use the Bullets and Numbering feature to add numbers to each line of text.

8. Replace the numbers with a bullet of your choice.

9. Finally, save the document, using the existing name, and close it.

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PROJECT 10: DOCUMENT LAYOUT

1. Open the FEATURE5.DOC document from the EXERCISE\PROJECTS directory.
2. Select the entire document and change the line spacing to 1.5 inches.
3. Select the first section heading "Styles and Glossaries" and add one line *after* the paragraph to separate it from the following text.

   Continue adding single lines after all the section headings in the document. Remember, you can use the *repeat* key [F4] to repeat the command if you like.
4. Use the Print Preview screen and the mouse to change the left and right margins to 1.25". Don't forget to click away from the page to re-draw the margins!
5. Use the Page Setup command to change the top and bottom margins to 1.5".
6. Preview the document to see how these changes to the margins have affected the pagination of the document.

   Paginate the document using whichever of the following commands you feel is most appropriate. You may need to return to Print Preview between commands to check how the pagination has affected the remainder of the document.

   Where paragraphs are split over two pages, use the **Keep Lines Together** command.

   Where a section heading is separated from its following paragraph(s), use the **Keep With Next** command.

   Where a section needs to start on a new page, insert a hard page break.
7. Use Word's Page Numbering feature to add page numbers to the document.

   Change to Page Layout view so you can see the numbering on screen.
8. Use the **View, Header/Footer** command to add the word "Page" before the page number and the words "of #" after the page number (where # is the last page number of the document).
9. Save the document and close it.

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PROJECT 11: STYLES

1. Open the file TOC.DOC (short for Table of Contents!) from the EXERCISE\PROJECTS directory.
2. Format the first piece of text below the main heading - ("General") to be bold, All Caps, with a single line space after and a larger size.
3. Record the formats in a style called `TOC Heading`.
4. Format the text "Workweek" so that it is indented to 0.5" and has a right aligned tab at about 5" with a leader character.
5. Record the formats in a style called `2nd Level`.
6. Apply the TOC HEADING style to the paragraphs "Expenses" and "Remuneration".
7. Apply the 2ND LEVEL style to each remaining paragraph - you can use the F4 key to repeat the command if you wish.
8. Re-define the TOC HEADING style so that it now also has a single line before the paragraph.
9. Assign a shortcut key to the 2ND LEVEL style.

   Move to the end of the document and apply the style using the shortcut key.

   Type the text `Directors Compensation` TAB `15`
10. Re-define the NORMAL style to a larger size and italic. As both the new styles are *based on* the NORMAL style, you will find that these should change as soon as you change the NORMAL style.
11. Finally, save the document and close it.

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PROJECT 12: FIND AND REPLACE

1. Open the file NEPAL.DOC from the EXERCISE\PROJECTS directory.
2. Find the word "Kathmandu"

   When Word for Windows finds the first occurrence, cancel out of the dialog box and format the word to be small caps.

   Format all future occurrences of the word "Kathmandu" so that they are all small caps. You can use the SHIFT+F4 key to repeat the find if you wish.
3. Now find all occurrences of the word "rest". What other words does Word for windows find?

   Repeat the find, but this time only finding the Whole Word "rest". How many occurrences does Word for Windows find now?
4. Find all occurrences of the word "mountain".

   Repeat the find, but this time, find only those mountain *names* (i.e. those that start with a capital "M").
5. Replace all occurrences of the word "small" with "twin-engine". However, bear in mind that the word "small" may well appear in the document in a context other than that associated with light aircraft! Make sure that you are given the option to confirm the replacement before Word for Windows actually does so.
6. Replace *all* occurrences of the word "rest" with "remainder".

   Move back to the beginning of the document and check the first line of the title. If you are happy that the replacement has worked, then continue with the remainder of the project. If not, undo the replacement and try again!
7. Remove all occurrences of the word "Mr." from the document by replacing them with nothing. Make sure you include the full-stop and a space after the Find What text to keep the spacing in the document correct.
8. Replace all italic formats with underlines.

   Replace all small caps formatting with the italic and red colour formats.
9. Replace all occurrences of the style SLIDES with the HEADING 1 style.
10. Save the file and close it.

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PROJECT 13: TABLES, BORDERS AND SHADING

1. Make sure the file NEPAL.DOC is open and displayed on screen.

   Move to the end of the document.

2. Use the table button on the Toolbar to insert a table that is 3 columns wide by 3 rows high.

3. Insert text in your table so that it looks like the one below:

Slides 1-3	Day 1	Kathmandu
Slides 7-11	Day 2	Darondi Khola River
Slides 4-6	Day 2	Pokhara

4. Add an additional row to the *bottom* of the table and enter the following text:

   `Slides 12-16 Day 3 Ghorka`

5. Add another row but this time to the *top* of the table. Enter the text `WEEKEND TRIPS` in the first cell of the new row.

6. Add a new column between columns 1 and 2: don't forget that Word for Windows will insert a column to the *left* of the selected column.

   Enter the following text into the new column:

WEEKEND TRIPS			
Slides 1-3	All Day	Day 1	Kathmandu
Slides 7-11	Afternoon	Day 2	Darondi Khola River
Slides 4-6	Morning	Day 2	Pokhara
Slides 12-16	All Day	Day 3	Ghorka

7. Swap the 3rd and 4th rows by moving the fourth row to above the third.

   Now move the 2nd column so that it appears as the second from last column (after the "Day #" column). Don't forget, you need to use the Cut and Paste commands for moving columns!

8. Adjust the width of all columns so that text fits neatly inside and the table width is not too big!. Use either the mouse to drag the column gridlines or the Ruler - whichever you feel most comfortable with.

9. Merge all the cells in the first row so that they become one single cell. Delete any extra paragraph marks that are not necessary.

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PROJECT 13: TABLES, BORDERS AND SHADING (contd)

10. Format the text in the first row so that it is centred and bold and start a new paragraph.

11. Set a right aligned tab stop close to the right edge of the cell.

    Tab to the new tab stop and change the font to a smaller size.

    Type the following text:

    `Flights leave Friday night and return Monday night.`

12. Align the entire table so that it is centred on the page.

13. Add borders and shading so that your table looks similar to the one below:

WEEKEND TRIPS Flights leave Friday night and return Monday night			
Slides 1-3	Day 1	All Day	Kathmandu
Slides 4-6	Day 2	Morning	Pokhara
Slides 7-11	Day 2	Afternoon	Darondi Khola River
Slides 12-16	Day 3	All Day	Ghorka

14. Finally, save and close the document

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PROJECT 14: PROOFING TOOLS

1. Open the file SOUP.DOC from the EXERCISE\PROJECTS directory.
2. Spell check the document, either using the menu command, or the button on the Toolbar:

a) Ignore any names that are correctly spelt.

b) Edit the word "fol" to read "folk".

c) Delete the extra "ke" by backspacing over the text in the Change To box then selecting the Delete button.

d) Choose from the suggestions to change any mis-spelt words.

e) Add the word "stockpots" to the dictionary.

3. Use the Thesaurus to change the word "delicate" in the second paragraph, to one more suitable.
4. Change the word "willowy" to another word of your choice.
5. Finally, check the document for grammatical errors:

a) Where listed, accept Word for Window's suggestions.

b) Edit the document to delete the word "but" in the first error found.

c) If you come to a grammatical rule that you don't understand , view the explanation.

d) Ignore any rules that you don't think apply to the writing style.

6. Save the document and close it.

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PROJECT 15: GLOSSARIES

1. Open the file PARAS.DOC from the EXERCISE\PROJECTS directory.

2. Create the following glossary entries from the text in the PARAS document. Make sure that you include the additional spaces at the end of the lines, but do not include the paragraph marks unless the ¶ symbol is indicated below:

Glossary Name	*Text:*
Closing	Yours sincerely ¶ ¶ ¶ Wendy Processing Conference Co-Ordinator¶
Confirm	Thank you for your letter confirming your booking on the seminar running on the
Sorry	I am sorry that you are unable to attend the seminar running on the
Directions	an outline of the seminar together with directions
Details	details of future seminars
Manage	How to Be a Good Manager
Notice	How to Hand in Your Notice
June	15th June, 1990
July	21st July, 1990
Shortly	in the not too distant future
Day	on the day of the seminar

3. Close the document and open the STD-LET.DOC file from the EXERCISE\PROJECTS directory.

4. Create a letter from the glossary entries confirming Mr Simms' booking.

   Save the document, giving it the name CONFIRM.

5. Create a second "sorry" letter that Mr Simms cannot attend the seminar. Save the document, giving it the name SORRY.

   Two example letters are shown on the following page.

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Confirmation Letter

Mr K Simms Ocean Technology 15 Briars Court Littledean Essex	
Dear Mr Simms	
Ref: **How to Be a Good Manager** Seminar	*Manage*
Thank you for your letter confirming your booking on the How to Be a Good Manager seminar running on the 15th June, 1990.	*Confirm, Manage & June*
I enclose for your reference **an outline of the seminar together with directions** which I believe are very comprehensive.	*Directions*
We look forward to seeing you **on the day of the seminar** and I remain	*Day*
Yours sincerely	*Closing*
Wendy Processing **Conference Co-Ordinator**	

Sorry Letter

Mr K Simms Ocean Technology 15 Briars Court Littledean Essex	
Dear Mr Simms	
Ref: **How to Hand In Your Notice** Seminar	*Notice*
I am sorry that you are unable to attend the How to Hand In Your Notice seminar running on the 21st July, 1990.	*Sorry, Notice & July*
I enclose for your reference **details of future seminars** which I believe are very comprehensive.	*Details*
We look forward to seeing you **in the not too distant future** and I remain	*Shortly*
Yours sincerely	*Closing*
Wendy Processing **Conference Co-Ordinator**	

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